



Guidelines and Criteria for Recommending Permanent New Classified Positions

Because of contractual differences, Classified Staff hiring procedures have some fundamental differences from Faculty hiring procedures.

Current classified positions that become vacant do not fall under the following process unless the supervisor determines that the position is no longer critical to the mission, strategic goals and educational master plan of the college.

Externally funded positions which are required under program/grant eligibility requirements are exempted from this process. These positions will be presented to shared governance bodies as information items only.

Identification Process

The process for recommending permanent new Classified positions is a collaborative one grounded in the shared governance process and starts with Division Deans, Department and/or Program managers, and departmental faculty or staff who identify the need for a new position. Each position forwarded needs to have a written justification, succinct and comprehensive, using the Classified Hiring/Position Justification Form.

College Budget Committee

Using current fiscal information, the Budget Committee informs and makes overall recommendations on the number of positions that can be hired to the College Planning Council. Identification process will go forward even if no budget for hiring is expected to be available.

IPC-SSPC

Early in the fall semester the IPC and SSPC together will develop the criteria to be used in prioritizing the positions.

Division/Department

The first prioritization takes place at the Division/Department level, then the identified recommended prioritized positions are forwarded to a joint meeting of the Instructional Planning Council and the Student Services Planning Council.

Instructional Planning Council and Student Services Planning Council

Recommendations for Classified positions are presented by the appropriate Dean, Program Manager or Vice President at the joint meeting of the Instructional Planning Council and the Student Services Planning Council for review. **If a special meeting of these two councils needs to be held for the timing of putting the requested positions forward, one will be scheduled.**

The result of this joint meeting will be a prioritized list of fully justified requests, accompanied by the rationale behind the prioritization and how it aligns with the college's mission and strategic goals. The top ranking positions are then forwarded to the College Planning Council.

Classified Senate

All requested Classified positions will be presented at the appropriate Classified Senate Meeting as information only.

College Planning Council

The fully justified requests and prioritized list of new Classified positions will be presented to the College Planning Council. College Planning Council reviews the prioritized list and makes a recommendation to the President. College Planning Council members represent all members of the Cañada community and are obliged to report all activities to their respective constituencies.

The President

All hiring decisions lie with the President. The President's final hiring decisions are shared with the College Planning Council. If the President's decision varies from the recommended positions, he/she will formally present to the College Planning Council the rationale behind his or her final decision.



New Classified Hiring/Position Justification

Hiring Division/Department: Kinesiology, Athletics, and Dance Division **Position Title:** Division Assistant

Classification

Position type: Permanent x Full Time x # of months 12
Part Time _____ % of Full Time _____ # of months _____

Position: General Funds _____
Allocation: External Funds* _____ Expiration Date _____

Budget Information

Grade _____ Step _____ Annual Salary _____

Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.
 - Exchanges information with college staff and others regarding division services, as well as to provide and/or interpret operating policies, and procedures
 - Serves as liaison between various division and department staff and other college offices and District departments for a variety of procedures or issues
 - Screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals
 - Sets up and maintains various complex management calendars
 - Plans and coordinates division events and activities in conjunction with other management and staff, and provides event and activity support such as planning and scheduling speakers, confirming sites and availability of participants, compiling event materials, and providing follow-up as assigned
 - Attends meetings and other events to obtain and provide current information as well as to meet with management and other staff to successfully implement division office operations
 - Modifies and maintains the division course schedule, adheres to the production timeline and ensures schedule entry accuracy. Verifies scheduling content to align with catalog and curriculum updates as directed. Reviews accuracy of and enters workload assignment

- Uses data base and a variety of spread sheet and other computer software ,track and maintain a wide variety of data and files, including educational and faculty schedules, class schedules, budget and financial records, , and other information
- Composes and prepares correspondence, memoranda, report narratives, publicity materials and other materials from original ideas with minimal guidance or direction
- Uses standard software applications to prepare correspondence, reports, surveys, presentations, brochures, special projects, grant applications, contracts, and agendas and meeting minutes and to update an area website
- Trains and leads the work of other Division support staff including recommending timelines, reviewing completed work, and guiding staff on modifications to existing procedures
- Reviews office workflow for efficiency and makes recommendations for modifications, including planning, creating, and implementing new and modified office forms and procedures in conjunction with management and other staff
- Researches, compiles, and maintains data for statistical, financial and other reports, class schedules, brochures, grant applications, contracts, special projects, correspondence, surveys, presentations, and division programs and services, including tracking faculty schedules and workload changes
- Coordinates the collection of required documentation for instructional related audits for compliance on items such as TBA hours, materials fees, open enrollment, positive attendance, course syllabi, and faculty contracts
- Reviews new hire paperwork for adjunct faculty, short term employees and student assistants for completeness. Prepares personnel requisition and action forms
- Troubleshoots and resolves class scheduling problems
- Performs administrative organizational budget maintenance and review, including grant expense reporting, processing budget transfers and expenditure journals, and serving as the Division resource in providing budget coding assistance
- Prepares purchase requisitions and completes electronic supply orders
- Compiles items and materials for meeting agendas
- Takes and transcribes meeting notes as assigned
- Sorts and distributes division mail as needed and coordinates bulk mailings
- Performs other related duties as assigned

2. **Explain how this position aligns with and supports the mission and strategic goals of the college.**

The Division Assistant performs complex and detailed clerical and administrative support for Division Administrators with an expectation of resolving problems and making independent decisions with minimum supervision. Under direction, the Division Assistant initiates, implements and coordinates office procedures and timelines, while exercising independent judgment, in order to complete major projects and provide support for Division programs and services. The Division Assistant is responsible for the modification and maintenance of the Division schedule, serving as a resource to Division administrators, faculty, staff and students, while adhering to campus guidelines and timelines. The Division Assistant provides organizational support on budget maintenance and reconciliation. The Division Assistant works closely with the budget office to follow proper accounting procedures. Public contact is extensive, and involves college and district staff, faculty, students, vendors, other educational institutions, business and community representatives, regulatory agencies, and governmental agencies for the purpose of exchanging policy and procedural information. Division Assistants can train and lead the work of other clerical staff, and can direct the work of volunteers and student assistants as assigned.

3. Explain how adding this position will strengthen the department or division. By adding this position, other members of the department are able to focus on duties that are part of their purview. For example, previously the Director of Kinesiology was completing the CSEA and clerical work for the department, none of which were part of his purview or job responsibility. Additionally the division assistant will help coordinate division meetings and activities or events, which the department has struggled with since the position was vacated.

4. Explain how this work will be accomplished if the position is not filled. The work would not be accomplished without a Division Assistant. There will be lack of overall coordination and efficiency of the entire department, which the current employees can attest to as they have been operating without one for two years. The second issue that would arise if the position is not filled would be unnecessary grievances would arise due to persons working outside their classification.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor

Date