



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: ASLT/Library **Position Title:** Library Support Specialist

Classification

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

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

Budget Information

Grade 24 Step 4 Annual Salary \$67,812.00

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.

This is not an entirely new position; instead we are requesting an extension of our current LSS position (Technology and College Reserves LSS) to be 12 months instead of 11 months.

The position requires extensive contact with students, staff, faculty, and the general public in which information is exchanged regarding county wide and college library services, resources, policies, and procedures. Due to the nature of this work the required 22 days of unpaid time off can only be taken during the times when classes are not in session: winter break, spring break, and hiatuses between the end of a semester and the beginning of a new semester. With the extension of the position from 11 months to 12 months employee will be able to more effectively assist with and complete:

- a. Migration to a state-wide college library services platform (Alma/Primo) that will launch in January 2020. Logistics such as data migration, new circulation procedures, inter-library loan (ILL), and student assistant and staff training need to be developed, reviewed, and implemented.
- b. Thorough inventory and maintenance of library material (college reserve items and technology items)
- c. Planning and conducting training sessions for new student assistants and refresher training sessions of current student assistants.

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

College Goals #1 Student Completion/Success- To provide educational and student services programs that help students meet their unique academic goals; minimize logistical and financial barriers to success; and highlight inclusivity, diversity and equity.

This position maintains our reserve collection, which includes textbooks, graphing calculators, laptops, and WiFi hotspots. According to a survey the ZTC/OER Taskforce sent out in Spring 2019, 36% of students reported that the cost of textbooks has prevented them from taking a course and 26% reported that textbook costs have led them to drop a class. This position is instrumental in helping to alleviate textbook cost, as well as barriers to completion such as access to the internet and computers, that will impact students' ability to complete courses.

College Goal #2 Community Connections- To build and strengthen collaborative relationships and partnerships that support the needs of, reflect and enrich our diverse and vibrant local community.

This position is instrumental in our transition to a new LSP that will change our relationship to the Public Libraries. We will need to adjust how we provide access to our materials to the community, especially around inter-library loan and community library cards. These will be ongoing issues even after we've implemented the LSP.

College Goal #3 Organizational Development- Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

This position provides access and maintenance to materials such as graphing calculators, laptops, Chromebooks, and WiFi hotspots, that help bridge the income and technology gap. According to a fall 2017 survey we sent to students who participated in our TLC program (which gave them access to laptops as well as textbooks and graphing calculators) 94.7% of students rated the resources from the TLC program as very important to their academic success and 47.4% of students reported that they would not be able to take their class without access to these resources. About 57% of these respondents had checked out a laptop or Chromebook.

3. Explain how adding this position will strengthen the department or division.

The employee's work hours are as follows: Monday – Friday 8:00 a.m. to 4:00 p.m. On average employee spends a total of 4.5 to 5 hours of their 8 hour work day directly interacting with patrons (students, staff, faculty, and the general public). This leaves little time to work on other important projects in addition to the projects described in question 1 such as the ability to contribute to work needed to serve on library-related committees and outreach activities, assist in library tours, orientation programs and other public relations activities, composing and preparing correspondence, memoranda, special and regular reports, and text and formatting of web site information, managing library payments, and keeping track of the library budget. As mentioned before, these tasks can be worked on during district declared recess days that would otherwise have to be taken as unpaid time off.

By extending the 11-month LSS position to a 12-month position, the time constraints that have prevented employee from the timely completion of projects such as training in and implementing the new LSP Alma/Primo, inventory and maintenance of library materials, and much needed training sessions for library student assistants, will be decreased significantly. The library as a whole will run more smoothly and students, staff, faculty, and the general public will receive more efficient and timely services.

4. Explain how this work will be accomplished if the position is not filled.

If this position is not extended to 12 months, employee will prioritize and coordinate time to complete work related to the new LSP, acquisition, inventory, and maintenance of library materials (both print and technology), and student assistant training with the assistance of the Cataloging Library Support Specialist and the Evening Library Support Specialist. While the 3 LSS's can adapt and handle this workflow, the timely completion of these projects will continue to be limited and therefore students will continue to face barriers in regard to receiving much needed support.

The 22 unpaid days (in which employee is required to take off in 11-month position) will be planned and selected so as to NOT compose of all district declared recess days, allowing employee to complete projects during district recess days in which the library is closed to students and the general public. Employee will work closely and coordinate with the 12-month LSS on how to most effectively utilize time during district recess days when both are present to work together. When classes are in session, two library student assistants will be scheduled to cover the circulation desk of the library during various time periods to provide employee off-desk and distraction-free hours to complete work. However, this requires more detailed and extended training of student assistants so they can handle circulation operations with limited supervision.

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