



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: VPSS/SparkPoint **Position Title:** Office Assistant II

Classification

Position type: Permanent X Full Time _____ # of months 12
Part Time X % of Full Time .48 # of months _____

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

Budget Information

Grade 60 Step 18 Annual Salary \$30,914

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.

Specific Needs

Under the direction of the Director of SparkPoint, the Office Assistant II oversees the day-to-day operation of the Food Pantry. Living in San Mateo County where the Self-Sufficiency Standard for a family of 4 is over \$127,000 per year is financially challenging for many of our students and their families. During FY19, the Cañada College Food Pantry distributed 87,797 lbs. of food to both day and evening students. This translates into \$105,505 of savings going back to students to offset other living expenses. SparkPoint has funded salaries, benefits and general expenditures for the pantry for the past four years using a combination of grants that have ended. SparkPoint's current discretionary funding for pantry expenditures has decreased and will not be able to cover the entire current annual cost. The demand for food pantry support has increased recently with the launch of monthly Community Markets and Study Snacks. The Board of Trustees, the District and Cañada College have also expressed their commitment to addressing food insecurity for our students

This position was approved through the College Hiring Process for FY19 but not funded due to lack of funding.

Duties

To support the SparkPoint Food Pantry, the OAI:

- 1) Provides food pantry support which includes customer service, ordering, stocking, inventory control, food rotation, outreach, screening for public benefits, tabling, maintaining the pantry and assisting with workshops
 - 2) Manages data entry by entering food pantry efforts into the SparkPoint database, running reports and submitting monthly reports to Second Harvest Food Bank.
 - 3) Maintains the Food Pantry to California Food Safety Standards
 - 4) Trains and supervises the work of students assistants
 - 5) Refers students to campus and community resources
 - 6) Oversees the monthly Community Markets and Study Snacks
2. Explain how this position aligns with and supports the mission and strategic goals of the college.

The position supports the college mission by providing healthy and nutritious food to students, along with, access to SparkPoint services, and equitable opportunities for them to achieve their transfer, career education, and lifelong learning educational goals. The position aligns with the **College's Strategic Goal #1** in that it minimizes financial barriers to success and leads them towards increased retention.

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

Strengthening Student Success: This position will increase students' access to healthy and nutritious food. Students, staff and faculty will benefit from increased food pantry hours, expanded CalFresh enrollment efforts, and an increased connection to SparkPoint services. Student athletes, Promise students and the campus at large will also benefit from dedicated shopping hours and convenient access to financial coaching. These expanded services will increase student retention by reducing student hunger and food insecurity as a barrier to student success.

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

If not filled: Food pantry efforts will have to be decreased from current levels due to reduced grant funding. ASCC and Financial Aid provide limited staffing support but the bulk of hours needed to schedule, stock, bring in deliveries, clean and maintain the Pantry are covered by a short-term OAI. Additionally, we may soon be prevented from re-hiring this short-term staff member because we will exceed the number of semesters that we can request a short-term for this position. Community Markets may need to be offered every other month and Study Snacks may be reduced as well.

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