



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:** Program Services Coordinator

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 60 Step 27 Annual Salary 62868.00

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.

The SparkPoint Coordinator provides students and community members with financial coaching and education, performs data collection and entry and coordinates SparkPoint activities. Currently, there is 2.25FTE of financial coaching by permanent employees but secured funding for only 1.0FTE (One of our financial coaches is grant-funded so her employment is contingent on securing future funding).

However, with the rising cost of living (a family of 4 requires at over \$127,000 a year for basic sustainability), increased food insecurity and homelessness rates and growing financial barriers facing students, there is a sense of urgency to deliver upfront financial education as a strategy for increasing retention. Current grant funding for SparkPoint has decreased and with the low unemployment rate in San Mateo County there is also a shortage of individuals with financial literacy experience who are willing to accept short-term, non-benefited temporary positions. When SparkPoint does hire short-term employees for this position, there is usually a 4-month learning curve and these employees have only remained at Cañada for an average of 8 months. It is also worth noting that our lead financial coach will be leaving for 6-12 months on maternity leave so this will impact SparkPoint’s ability to meet growing demand for increased financial support efforts.

Duties

To support financial literacy and education, the SparkPoint Coordinator:

- a) Coordinates SparkPoint services, collects and manages data for SparkPoint activities, and delivers financial coaching
 - b) Exchanges information with students, staff, educational institutions, community and business representatives, vendors, governmental agencies and the general public regarding SparkPoint services, eligibility requirements, policies, timelines, required forms and other information
 - c) Travels to off-site locations (high schools, adult schools, community based organizations, governmental agencies, & businesses) to conduct outreach and deliver financial literacy workshops
 - d) Coordinates SPCC Food Pantry efforts including staffing the pantry, supervising staff, scheduling, ordering food, and maintaining quality controls
 - e) Delivers presentations to small and large groups as a program and college representative
 - f) Participates in planning and implementation meetings for college-wide events
 - g) Plans, conducts and participates in tours, job fairs, and program services in conjunction with administration, faculty and staff
 - h) Coordinates logistics and establishes timelines, required materials, online support services, facilities, publicity and other program and event needs
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 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 directly impacts student success, persistence and retention by educating students on positive money behaviors and strategies. By working with students to increase their income, build their credit, reduce their debt and grow their savings, a multitude of financial barriers are addressed which in turn helps students focus on academic success.

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

If not filled: SparkPoint will be challenged to meet its United Way funding deliverables. Current deliverables are being met largely due to having an additional 1.0FTE grant funded SparkPoint Coordinator thru the ESO Grant (expected to exhaust by June 2020). It also takes between 4-6 months to train new financial coaches due to the nature and scope of the work they perform.

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

Dean / Director / Hiring Supervisor

Date