



New Classified Hiring/Position Justification

Hiring Division/Department: Administrative Services **Position Title:** Shipping/Receiving Clerk

Classification

Position type: Permanent x Full Time 1 FTE # of months 12
Part Time % of Full Time # of months

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

Budget Information

Grade	<u>15</u>	Step	<u>3</u>	Annual Salary	<u>\$49,344.00</u>
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Note: Salaries and benefits total is \$74,633.00

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 Budget Office requests a 1.0 FTE Shipping and Receiving Clerk to support college operations. Currently, there is a 0.48 FTE shipping and receiving clerk and this request is to increase the existing position from 0.48 FTE to 1.0 FTE. In the past, this position was a 1.0 FTE and the Budget Office realizes that in order to provide the necessary level of service to the college community, the existing position should be increased to 1.0 FTE.

The current Shipping and Receiving Clerk position provides 18 hours a week of service to the campus, which still leaves gaps in service. We are using student assistants to help with getting deliveries to the campus, and other staff are filling in to accept deliveries when the Shipping and Receiving Clerk is not working.

Increasing the position to a 1.0 FTE will provide an additional 19.5 hours a week in service to the college. The increase in hours will provide the following additional services:

- Increasing the hours of operation in the mail room by 19.5 hours a week, providing continuity of receiving shipments
- Track college furniture and equipment needs and purchases
- Maintain college IT inventory and replacement list
- Coordinate college vehicle maintenance

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

This position supports our college's mission by providing necessary administrative support and facilitating the communication between faculty, staff, and students. The position also provides the college community with timely mail and package handling, processing, and distribution.

The shipping and receiving clerk position supports all four of our college strategic goals:

Goal 1 - Teaching and Learning: The position organizes logistics for all shipping and receiving of college parcels, supplies, and equipment in order to support the teaching and learning of students.

Goal 2 – Completion: The duties of the position indirectly supports student completion, success, retention, and persistence by facilitating the distribution of information and materials necessary to deliver instruction and support services to our students.

Goal 3 – Community Connections: The role of the position directly contributes to build and strengthen collaborative relationships and partnerships to support the needs for our college and community we serve. This position also supports community connections by providing proper accountability for all internal and external college communication.

Goal 4 – Global and Sustainable: This position shares a key role in promoting shared responsibility for our environment through reduction of waste, sustainable practices, and participation in campus sustainability initiatives.

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

The purpose of adding this position is not to strengthen our department or division. Increasing the shipping and receiving clerk strengthens the operations of the college.

- Increasing the hours of operation – Provides more timely mail services; allows for receiving shipments when they arrive; eliminates need for other budget office staff to receive shipments; increased security of mail room
- Track college furniture and equipment needs and purchases – Provides a centralized process for tracking purchases, warranty information, replacements, and maintenance
- Maintain the IT inventory and replacement list – Provides a centralized process for maintaining the college IT inventory for employees and computer labs.

- Coordinate college vehicle maintenance – Provides a centralized process to ensure college vehicle maintenance is completed on schedule

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

If the position is not filled, our current part-time shipping and receiving clerk would need to work overtime and this is not a sustainable practice. We would also hire student assistants but students cannot be unsupervised; therefore, the students can only work during the shipping and receiving clerk's schedule.

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