



New Classified Hiring/Position Justification

Hiring Division/Department: VPSS/Disability Resource Center **Position Title:** Office Assistant II

Classification

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

Position: General Funds .48 (Fund 1)
Allocation: External Funds* .52 (Fund 3 currently) Expiration Date _____

Budget Information

Grade 18 Step 4 Annual Salary 51,624

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.

Need: This position is currently a 1.0 FTE position divided between the Disability Resource Center (.52) and the Health Center/Psych Services (.48). The position has been co-funded with Health Center student fees since the 60% DRC budget cut by the State Chancellor's Office in 2009. Therefore, this position is a restoration of a previously existing 1.0 FTE Classified position. At the time of the severe DRC budget cut, the OA II position began to provide support services to faculty and staff within the Health Center in addition to continued support of DRC and Psych Services faculty, staff and interns. Given the DRC and Psych Services student enrollment increases since 2009, along with the improved level of services and increased number of students accessing the Health Center, the current work load can no longer be efficiently or effectively managed by a 1.0 FTE.

Duties: When reviewing OA II office support services at our sister colleges, one finds that significant differences exist. For example, Both Skyline College and the College of San Mateo each have a 1.0 OA II for the DRC and a 1.0 OAII for Health/Psych Services. The ratio of DRC students to office support staff is summarized as follows: CSM= 1 FT OAII and 1FT Program Assistant/707 DRC students; Skyline= 1 FT OA II/ 456 DRC students; Cañada - .34 (equivalent with time shared

.33 Psych Services and .33 Health Center) OA II/252 students. (FTE equivalent of 756 students). The DRC also hopes to restore a LD Specialist position which existed prior to the State budget cuts. Clerical support for the LD Specialist will also add a significantly increase the amount of required clerical support needed to support the confidential and detailed work LD Specialist.

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

This position will support the retention mission of the College by providing an increased level of “front desk” services for students with disabilities and mental health needs. This position also supports the teaching mission of the college by providing support to faculty with service provision of test proctoring coordination and administration.

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

The expansion of this position will allow the College to provide timely access for DRC and Psych Services students and ensure adherence of ADA, Title 5 and HIPPA guidelines and confidentiality of appointments and records. This position requires a specialized set of skills as outlined in an OA II position description. Beyond these required KSAs of the position description, the position requires an increased, and highly specialized, skill set and level of patience to work with the DRC/Psych Services student population.

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

Due to the level of ADA, Title 5 and HIPPA confidentiality regulations, plus the specialized KSAs required to meet the needs of the DRC/Psych Services student population, this position cannot be “back filled” with the use of student assistants.

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