



**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            .50 (Fund 1)  
 Allocation:        External Funds\*        .50 (DSPS fund 3)                      Expiration Date \_\_\_\_\_

**Budget Information**

Grade              18                        Step              5                        Annual Salary              58,092  

**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 proposal is requesting funding for an existing OA II position. We are requesting fund 1 support to replace the portion of funding that is currently provided through student health fees. If approved the remaining 50% of the position will continue to be funded with DSPS funds.

In 2009 due to the the 60% DRC budget cut by the State Chancellor’s Office this OA II position was restructured to provide support services to the Health Center in addition to continued support of the DRC and PCC. Since that time the Health Center has noted that while they have paid for 50% of this position they receive far less than 50% of this position’s time. With the increase in DRC students by 67% from 2012-2013 to 2015-2016 and the hiring of a full time counselor in the PCC that discrepancy has only increased. The Wellness Center previously advocated for the full restoration of this position during the position justification process as recently as fall 2014, and the need for additional front office support in the Wellness Center was noted in the most recent program review.

**Duties:** This OA II position will continue to provide front and back office support for the Disability Resource Center and the Personal Counseling Center. Duties include but are not limited to the

scheduling of appointments for both programs, scheduling of and proctoring of exams in the DRC, DRC MIS data entry, liason with students, faculty, staff, community partners and more.

The Health Center will be able to use the money freed in their budget to hire a part time person to assist with their front office needs including but not limited to the scheduling of Health Center appointments, greeting students, data entry, assisting with the scheduling and programing of the health fair and more.

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

This position will support the Cañada College mission of "...ensuring that students from diverse backgrounds have the opportunity to achieve their educational goals..." by providing an increased level of front desk services for a diverse population students with disabilities and mental health needs.

Increased support services for students in the Wellness Center will help to create an environment that provides students the best opportunity to be successful in the classroom and to achieve their transfer/graduation goals. This directly support the strategic goals of "Teaching and Learning" and "Completion". The increased front office support aligns with the goal of "Community Connections" by providing greater opportunity to make community connections and relationships. This campus also furthers the "Global and Sustainable" strategic goal by providing increased support to programs serving students with disabilities and students with mental health needs.

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

The expansion of this position will allow the College to continue to provide timely access for DRC and PCC students and to ensure continued adherence of ADA, Title 5 and HIPPA guidelines. 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 required an increased, and highly specialized, skill set and level of patience to work with the DRC/PCC student population.

The cost savings to the Health Center if this proposal is approved will allow the hiring of a part time position dedicated to the front and back office needs of the Health Center. Potentially this position would be the front office "face" of the Health Center and the singular contact for students, faculty, and staff for all needs related to the Health Center.

If funded this position will strengthen the front office needs of three vital programs on campus, the Disability Resource Center, the Personal Counseling Center, and the Health Center.

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

The DRC, PCC, and Health Center cannot (and will not) "cap" the number of students they see and will continue to serve each and every student in the Wellness Center to the best of our collective ability. If not filled the growing work will continue to be completed by the current OA II position with assistance from staff and faculty in all three programs in the Wellness Center as is currently the

case. However, if the programs continue to grow the possibility for longer student wait time, missed calls, and delays in data entry will only continue increase.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

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

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**Dean / Director / Hiring Supervisor**

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**Date**