



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: SSPC/DRC **Position Title:** IA II (Alternate Media/Assistive Technology)

Classification

Position type: Permanent X Full Time X # of months 10
Part Time _____ % of Full Time _____ # of months _____

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

Budget Information

Grade 22 Step 1 Annual Salary \$42,750

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.
2. Explain how this position aligns with and supports the mission and strategic goals of the college.
3. Explain how adding this position will strengthen the department or division.
4. Explain how this work will be accomplished if the position is not filled.

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

Position Justification

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

The Disability Resource Center is requesting a full time 10 month Instructional Aide II position to assist with the production of textbook conversion to alternate formats and support in conducting assistive technology trainings and workshops. The DRC is proposing that two part time temporary IA II positions currently filled and paid jointly by DSPS categorical and fund 1 dollars be eliminated and replaced with this full time 10 month position.

From Fall 2013 to Fall 2015 enrollment in the Canada College DRC has gone from 151 students to 237 students, an increase of 157%. Much of this growth can be attributed to the increased investment in the Disability Resource Center at the faculty level. Through a combination of Equity, SSSP, DSPS and fund 1 dollars the DRC has gone from having a 6 hour a week academic counselor to a 12 hour a week academic counselor and as of Fall 2015 the DRC is supported by a full time tenure track Learning Disability Specialist/DRC Counselor. This increased faculty support has reduced appointment wait time for new and continuing students and has increased our total numbers. However, the DRC has not seen a commensurate growth in the classified staff in our Alternate Media Office where our Alternate Media production work and Assistive Technology training is done.

Alternate Media text conversion is an extremely time consuming process that involves requesting permission from book copyright holders, scanning text books and running them through a process of optical character recognition, editing scanned documents to make sure they read in the correct order, and proof reading the document to ensure that it reads words correctly. Additionally IA II's in this office train students how to appropriately use the screen reading software, Kurzweil. In Spring 2015 over 70,000 pages of text were converted to alternate formats, a record that was nearly matched in Fall 2015 and that we are on pace to break in Spring 2016. In order to keep up with the increased demand for alternate media text conversion the DRC has relied on a combination of overtime hours from our full permanent IA II (Alternate Media Specialist) and an increase in part time temporary IA II employees.

The DRC does not at this time anticipate a reduction in DRC numbers or a leveling off in the need for alternate media/assistive technology assistance. In fact as our Learning Disability Assessment program continues to grow we anticipate more DRC students qualifying for alternate media assistance and/or assistive technology as reasonable accommodations. Additionally the recent approval of a full time tenure track Psychological Services Counselor to work in our Personal Counselor Center will likely produce an increase in the number of students who qualify for DRC services including alternate media and assistive technology accommodations.

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

This position aligns with our college mission of “...*ensuring that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, and lifelong learning*”, by assisting students with disability backgrounds in reaching their educational, transfer, career/technical, basic skills, and/or lifelong learning goals.

The position aligns with the following strategic goals:

Goal One: Base all curricular and programming decisions on data-driven strategies.

This position request is based on the increase number of students in the DRC and the increased demand for alternate media services.

Goal Two: Develop new programs and strengthen existing programs to meet our community and business needs.

This position would strengthen our DRC program to assist the needs of our students with disabilities.

Goal Four: Improve success, retention, and persistence of students who are in basic skills classes, including English as a Second Language

And

Goal Five: Improve the persistence and transfer rate of students enrolled in transferable courses.

Access to assistive technology and alternate media materials increases the potential of students with authorized disabilities to be successful in both basic skills and transfer level courses respectively.

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

This position will reduce the wait time between a student’s request for Alternate Media or an Assistive Technology accommodation, and will reduce the college’s risk of an OCR complaint with regard to providing these specific accommodations in a timely manner. This position will provide our classified staff the much needed support they need to keep up with the student demands in our growing program. Adding this full time IA II position to our Alternate Media office will provide long needed stability for our program as a permanent full time position with benefits will increase our chances of stopping (or at least slowing) the revolving door of persons employed in these part time positions. Adding this position will reduce the number of hours spent on training new employees, reduce the need to rely on employee overtime, provide an opportunity to grow and develop the expertise of a permanent employee.

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

If this position is not filled the work will continue to be accomplished by an unsustainable combination of part time temporary employees and overtime hours by our full time IA II, Alternate Media Specialist.