



New Classified Hiring/Position Justification

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

Classification

Position type: Permanent x Full Time _____
 Part Time x % of Full Time 48% # of months _____
 # of months 12

Position: General Funds Fund 1

Allocation: External Funds* Expiration Date _____

Budget Information

Grade	<u>60</u>	Step	<u>1</u>	Annual Salary	<u>\$20,753.28</u>
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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 shipping and receiving clerk position is responsible for managing and processing all the college's incoming and outgoing mail by working closely with the students, faculty and staff. The duties includes receiving mail and packages from USPS, UPS, FedEx, DHL, Etc., operating and monitoring mail equipment, mail sorting, distributing mail directly to college divisions, assisting students, faculty and staff. This position is a necessary position for the college.

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

This position supports the mission and strategic goals of the college by providing necessary administrative support and streamlining the communication between students, faculty and staff. It will be providing the college community with timely and accurate mail and package handling, processing, and distribution. This position will allow us to utilize college's resources effectively, efficiently and maintaining accountability.

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

In the past, there was a full-time mail clerk at the college. The college still has a vacant Full-Time mail clerk position, however a part-time permanent position will be sufficient to operate our mailroom, given the current workload. Currently there is a short-term employee working as a mail clerk; on the other hand, CSM and Skyline have a full-time shipping and receiving clerk

Changing the short-term position to allow the hiring of a permanent part-time staff allows the mailroom to continue providing communication services to students, faculty and staff in a day-to-day operation. It would also help improve retention and productivity by providing a permanent position.

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

Previously, the mailroom was staffed with personnel in central duplicating. When the central duplicating department was moved to District Auxiliary Services, we lost our college staffing. To fill the need, student workers were used. However, this approach was not an effective way to provide mail service to the campus. A short-term hourly mail clerk position was created and filled, and this has worked well for the college.

If the college does not support a permanent part-time position, the business office will continue to hire temporary short-term employees to operate our mailroom. However, we can only do this for a limited period of time, and short-term employees should not be used for duties needed on a continuous basis (per Ed-Code 88003).

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

2/17/16

Date