

## Classified Staff Request Form 2022-23 - Guidance

**Note: The Classified Hiring Priorities Committee (CHPC) will consult your program review as part of the rating process. Please reference appropriate sections of your program review as needed in your responses.**

**If your department is requesting more than one of the same position, you must submit a form for each position requested.** Please distinguish between your first and each subsequent position requested, and provide additional information in support of each request in order to be given full consideration by the CHPC for this prioritization cycle. A second position will have a different impact than the first. Within your responses, please explain how the duties will affect the second position if the first request position is filled.

**All classified staff position requests must be submitted by December 16, 2022 to be considered for this year's integrated planning cycle.**

**This form will not save partially-completed responses. Please use the PDF version of this form to plan your responses and complete this electronic form when you are ready to submit your responses.**

Please enter the following:

Department:

Position Title

Salary Range\*

Annual Salary at Step B\*

Hours/week and # of months (e.g., 10-month, 11-month, 12-month)

### Connection to Program Review/Department Goals

- Current goal this position will directly advance/support:

State the program/department/service area goal that this position will directly address. If this position supports multiple goals, please state those goals, and then explain how this position supports each of these goals in the subsequent question.

- How will this position directly advance/support the goal listed above?

It is important to connect this request to the goals set forth in program review. How will the position help the department achieve this goal? It is helpful to briefly reference any related data or other information to support the goal and request. What are the specific needs for this position in light of the program or service area's plans and/or college/student needs?

*\*For Salary Range and Step information, see: <https://www.gcccd.edu/human-resources/employment/salary-schedules.php>*

Provide the following information for the **new position or the increase in FTE for an existing position** that is being requested, or the request to fill a vacant, frozen or defunded position:

What type of position is being requested? **Select one only**

- Additional general fund position
- Replacement for a funded (vacant) position
- Replacement for an unfunded position
- Position currently funded by grant funds
- Increase in the FTE for the position; specify the position classification and number:

*[\\*Please see CHPC guidance on position types.](#)*

Please attach the job description for the position classification ([job descriptions are posted on this GCCCD Human Resources webpage](#)).

Only PDF, DOC, DOCX files are supported.

**What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position?**

*(200 words or less) (Informational item - not rated)*

Discuss the specific functions the position will carry out; include any supporting information to highlight the position's scope of work and responsibilities within the department. Note whether this position addresses a mandate or requirement as noted by external agencies (e.g., audit findings/recommendations, accreditation recommendations, etc.). Use bullet points to succinctly summarize the duties and responsibilities of the position.

### **Impact on Service to Students and Critical Need**

*\* Please address the following:*

- How are the duties of the requested position currently being performed, if at all?
  - If duties are being performed by a grant-funded position, when will the grant end?

Share how the department is currently functioning and whether these duties are being performed at all, at a less-than-ideal level, by another position that will end, or by a department that can no longer support this work.

- How does the lack of this position impact the program's or service area's ability to serve students?

Discuss any feedback from students or external information that addresses the department's ability to serve students. How will the position positively impact the student experience or the capacity of the department and/or college to serve students?

**\*\*The Classified Hiring Priorities Committee will also consider the program review data provided by the IESE Office in reviewing this request. (Rubric Criterion 1)\*\***

*(200 words or less) (Rubric Criterion 1)*

## **Program or Service Area Potential for Growth**

**How has the demand for program/department services increased over the past 3 to 5 years? How have workloads in the program/department increased over the past 3 to 5 years?**

**\*\*Please use both quantitative and qualitative data including, but not limited to: details of a new program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops; total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided.\*\***

*(200 words or less) (Rubric Criterion 2)*

Discuss data demonstrating how many students were served over the past 3-5 years and trends in the data, such as:

- Number of FAFSAs submitted
- Number of dual enrollment sections/enrollments
- Number of students who apply for transfer
- Number of students enrolled in lab classes
- Number of grants served/processed
- Number of buildings maintained/serviced
- Number of projects taken on/managed
- Number of counseling appointments
- Student satisfaction survey data
- Student comment cards

## **Support of Strategic Plan Goals and Strategies**

**Which of the College's strategic goals will this position most directly support?**

**Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.**

- Increase Equitable Access
- Eliminate Equity Gaps in Course Success
- Increase Persistence and Eliminate Equity Gaps
- Increase Completion and Eliminate Equity Gaps
- Increase Hiring and Retention of Diverse Employees

**Please explain how the requested position will directly advance or impact the college strategic goal(s) identified above.**

*(200 words or less) (Rubric Criterion 3)*

Discuss how this specific position will help the College achieve one (or more) of its new strategic goals. Include examples related to both the goal(s) and corresponding strategy/ies. How will the department demonstrate the impact of this position on the College's ability to achieve its strategic goal(s)?

## **Impact on the Student Experience**

- **How will this position improve the student experience at Cuyamaca College?**
- **How many more students will the position serve, and who will it serve?**
- **How will this position address college equity goals, as well as overall access, retention, and success?**
- **How will the program or service area measure the impact of this position on the student experience?**

*(200 words or less) (Rubric Criterion 4)*

Consider the measurable (qualitative or quantitative) goals the position will help the program/department achieve. How will the department demonstrate the impact of this position on the student experience?

\* Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with my dean/manager

**OPTIONAL:** Please attach any additional documentation to support your request using the upload button below. Please be sure to note which rubric criteria the attachment addresses in your narrative responses to the above questions.

In your responses to each question, note whether you are referencing the attachment you provide (e.g., "see attached document").

**How could the process and/or CHPC guidance for preparing and submitting new classified position requests be improved?**

**Please click the "Done" button when you are ready to submit this form.**