
Guide for Classified Staff Request Form (DRAFT)

Section 1

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 use the Word document to plan your responses and discuss with your colleagues before submitting through the SurveyMonkey. The SurveyMonkey electronic request form does not have the ability to save your responses until you submit.

You can click here to find the [Position Title](#) and [Salary Range](#) information.

Section 2

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?

Please select the best option for the position you are requesting.

- **Additional General Fund Position:** This typically refers to creating a **new** position, which would **not** be included in the General Fund budget. Creating an additional General Fund (GF) position would have a budget impact since funding needs to be reallocated to support this position. Example: Operations has one day Custodian and submits a request for an additional (new) day Custodian. To fund the second position, the college would need to reallocate funds in the General Fund budget to cover the cost of this new position.
- **Replacement for a Funded (Vacant) Position:** This refers to hiring a **vacant** position, which **is** included in the General Fund budget. Example: An Admin Assistant has retired, leaving a vacant position. Since the position was already in the GF budget, then hiring this position would not have a budget impact.
- **Replacement for an Unfunded Position:** This refers to hiring a **vacant** position, which **is not** included in the budget. Example: Operations had two (2) day Custodians but one of the Custodians retired a few years ago. The department did not need a second Custodian so the position was defunded during the following years (meaning it was not included in the budget). If the department submits a request for a replacement for an unfunded position, this would have a budget impact since the college would need to reallocate funds to cover the cost of this position.
- **Position Currently Funded by Grant Funds:** This refers to hiring a position that is covered by a grant budget or other restricted funds such as VTEA, Strong Workforce, EOPS, etc. These positions would not have an impact on the General Fund budget since they come

from restricted funding sources. Grant funded positions are typically short-term, “temporary” positions hired through the Foundation. These positions would not usually extend beyond the time frame of the funding and therefore, are not hired through the District. Example: The STEM department receives a grant and the budget includes funding for a Grant Manager. The Grant Manager would be hired through the Foundation and employed for the duration of the grant. At the end of the grant term, the position would end.

- **Note:** In rare cases, a grant or restricted funding source may require that the college institutionalize the position after the grant term ends (i.e. create a permanent position to be funded from General Fund). If the funder requires that a position become institutionalized, then this would have a long-term budget impact on the General Fund.
- Increase in the FTE for the Position: This refers to an increase in the Full-Time Equivalent (FTE) for the position. To calculate FTE, take the hours worked by the employee and divide it by 40 hours (which is full-time). **Example:** If an employee works 20 hours per week, then you divide 20 hours by 40 hours which equals 0.5 FTE. Common increases in FTE would be increasing the position from 0.5 FTE (20 hours) to 1.0 FTE (40 hours a week).

If you have a question on the type of position you are requesting, please contact your manager or GCCCD Human Resources.

Section 3

Please attach the job description for the position classification (contact GCCCD Human Resources to obtain this).

Current job descriptions can be found through GCCCD Human Resources, please contact Chemene Chodur at Chemene.Chodur@gcccd.edu for more information or visit the website at: <https://www.gcccd.edu/human-resources/default.html>

Section 4

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?

Please highlight the most important duties and responsibilities you would like the CHP Committee to understand about this position and why it is imperative that this position gets filled. Please be sure to answer all questions asked in prompt. These answers are in correlation with [rubric](#) criteria 1.

Section 5

How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position?

You can review past and current program reviews to reference data to support your application. Other data collection points from your department are also applicable. Any data your department could provide that helps the committee understand the duties and need for this position would be helpful. Data should include indicators that demonstrate increased demand or workload (e.g., number of students served over time, number of visits or appointments, number of computers or labs served, number of staff members per student served). If you need help identifying appropriate data to provide context for your request, please contact the IESE Office at brianna.hays@gcccd.edu.
<https://www.cuyamaca.edu/in/committees/iprpc/default.aspx>

Section 6

Which of the College's strategic priorities 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.

Please select the strategic priority/priorities that your position will most directly support. We understand some positions may not pertain to more than one strategic priority and it will not affect the CHP Committee ratings by only selecting one.

<https://www.cuyamaca.edu/about-cuyamaca-college/educational-objectives-planning-and-outcomes/strategic-plan.php>

Section 7

Please explain how the requested position will support the college strategic priority(ies) identified above.

Please explain consider how the position will specifically advance one or more of the college strategic priorities. What role will the position play? What work will be performed by the new position and what will the impact be on students?

<https://www.cuyamaca.edu/about-cuyamaca-college/educational-objectives-planning-and-outcomes/strategic-plan.php>

Section 8

How will the position impact the ability of the program or service area to innovate and meet changing needs?

Please use this section to share with the CHP Committee the effect the position will have on your program. Highlight the needs that will be taken care of and improvements to your area and include some language here about how the position will impact students and/or the college's commitment to student success and equity, as well as any operational improvements that will be made as a result of hiring this position.