

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, December 01, 2022 11:45:59 AM
Last Modified: Thursday, December 01, 2022 12:09:51 PM
Time Spent: 00:23:52
IP Address: 70.95.14.124

Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	DSPS
Position Title	CL-34 DSPS Program Specialist
Salary Range*	\$4,159 to \$5,201
Annual Salary at Step B*	\$4,398
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 hours per week 12 month contract

Q2

Current goal this position will directly advance/support

New Goal #1

Q3

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

Optimize staffing to ensure manageable workloads that provide equitable access to accommodate students with disabilities.

Q4**Additional restricted/categorically-funded position**

What type of position is being requested?

Q5

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

08_C.34%20-%20PROGRAM%20SPECIALIST-DSPS.docx (59.8KB)

Q6

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)

CL-34 DSPS Program Specialist - DSPS restricted funded position.

Duties: Currently, CalWORKs and EOPS hired a Program Specialist. DSPS is in need to hire this position due to advanced/technical MIS Reporting, Budgets, competitive contracts w/vendors, personal attendant forms for aides from SDRC, provide one-on one assistance to students with disabilities for NVRA Voter Registration Agencies (VRAs), implementing paperless new software system-Simplicity, Track with IT College Promise Program, be a liaison for both in-reach and outreach events on and off-campus, as well as interaction between the Department of Rehabilitation, San Diego Regional Center Community Agencies, College Categorical Programs and potentially Workability III grant transition liaison.

Q7

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? How does the lack of this position impact the program's or service area's ability 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)

In Spring 2022 553 students with disabilities we served, (projected MIS student count 575-600 for SU22 & FA 22). We are an open-access program, so we have no cap to our services. Our current classified staff are not able to perform these duties as they are outside of their contract and due to new directives from the College to support students with disabilities in Budget support, Registering to Vote, College Promise Program and participate in outreach and in-reach efforts our staff. Currently, these staff members are receiving comp time for working out of class. This position will "level the playing field" with other Categorical Programs such as CalWORKs and EOPS/CARE thus providing the increased access, retention and success through collaboration for equitable and inclusive grounds with our other categorical constituents at Cuyamaca College.

Q8

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)

DSPS has an increase of services and workload. Increase of services such as the College Promise Program, tracking DSPS students who receive reduced course loads, working closely with IT in tracking Promise Program students so they can receive the same opportunities as students who take 12 units or more. Since most student services programs are trying to rebuild after COVID this position will oversee both remote and in-person appointments. Along with an increase of students with Autism and Mental Health who receive support aides in the classroom, paperwork must be completed, and everyone is communicating from the Front Office to the Counselor and Instructor in the classroom along with additional paperwork that goes to CAPS for parking permits. Due to low enrollment, there has been an increase in in-reach and outreach activities both on and off campus. Enrollment management is key to our program. MIS accurate reporting allows for increase funding to support DSPS support services for students with disabilities. MIS reports are reviewed on a weekly basis. We will be implementing a new software system-Simplicity and the Program Specialist will be key to creating and training Faculty, Staff and hourlies. Hiring the Program Specialist will be an asset will be the liaison allowing increased consistency and continuity amongst the (3) major Categorical Programs; EOPS/CARE, CALWORKS and DSPS.

Q9**Increase Hiring and Retention of Diverse Employees**

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.

Q10

Please explain how the requested position will support the college strategic priority(ies) identified above. (200 words or less) (Rubric Criterion 3)

Increase equitable access and increase Hiring and Retention of Diverse Employees. Students with disabilities is an underserved and marginalized population both in academics, instruction and campus life. Hiring this position will provide and expose students with disabilities to greater diversification, equity and inclusion.

Q11

How will this position improve the student experience at Cuyamaca College?(200 words or less) (Rubric Criterion 4)

DSPS is not able to provide equitable support as CalWORKs and EOPS/CARE due to not having adequate staffing to support students with disabilities. Our immediate focus needs to be enrollment management, outreach and in-reach, and increase collaboration between the three major categorical programs along with instruction. Thusly, creating equitable opportunities for students with disabilities as other categorical programs.

Program Specialist will provide new and returning Orientations/Workshops for DSPS students. This staff member will collaborate with other Program Specialists to create and implement a single unified online application for all categorical program services. They can follow-up, retain and create a successful transition to our DSPS Program that has academic supports and be a liaison with tutoring. Impact will be measured through annual DSPS Student Survey, and SARS/COLLEAGUE reports. The Program Specialist will collaborate with institutional effectiveness and Dean of Student Equity to create new measures.

Q12

How many more students will the position serve, and who will it serve?(200 words or less) (Rubric Criterion 4)

We are open access which means DSPS has no caps on it's program. In 2021-2022 we served a total of 553 students. In SU of 22 we served 175 students, so far for FA 22 we are serving 400 students with disabilities. These numbers do not include the new students we will get in Spring 23. As the College has more in-person classes our student count will increase. Pre COVID we served 1,100 students with disabilities.

Q13

How will this position address college equity goals, as well as overall access, retention, and success?(200 words or less) (Rubric Criterion 4)

2021-2022 Retention and Success

	FA	SP
1 - African American/Black	82.4%	74.5%
	85.7%	77.6%
2 - Asian/Pacific Islander	60.0%	60.0%
	91.3%	82.6%
3 - Hispanic/Latino	80.6%	57.7%
	87.2%	77.0%
4 - White	86.7%	79.4%
	91.4%	83.4%
5 - Other	87.1%	66.1%
	80.0%	60.0%
6 - Unknown	100.0%	28.6%
	100.0%	100.0%
Total	83.9%	69.5%
	88.7%	79.0%

The DSPS Program Specialist will be working closely with Counseling Faculty to create workshops and orientations on how to be a successful student at Cuyamaca College. Along with guest speakers and one on one intervention when needed regarding resources, referrals, in reach and outreach events.

Q14

How will the program or service area measure the impact of this position on the student experience?(200 words or less) (Rubric Criterion 4)

We will measure the data through, MIS Data, Colleague, IMAGE NOW, SARS and our new software system Simplicity.

Q15

Yes, I have discussed this position request with the Dean or Manager

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.

Q16

Respondent skipped this question

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