

#5

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Library
Position Title	Library Technician II
Salary Range*	28
Annual Salary at Step B*	\$44,196
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 hours/week, 12-month

Q2

Current goal this position will directly advance/support

Current goal this position will directly advance/support: New Goal #1 (Increase faculty, staff, and student engagement with and/or use of library services and resources) and #3 (Improve training and hiring of library employees).

Q3

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

This position is responsible for the interlibrary loan that students and employees use to get articles and books that the library does not have access to. This position is also responsible for the preparation and maintenance of the library's collection. Not having this position filled removes these services and resources from the library and we would have to stop promoting them. The goal of improved training and hiring of library employees was partly made knowing that this position was becoming vacant. This is to ensure that new employees are trained well enough to do their duties and are able to help perform the duties of other positions if needed.

Q4**Replacement for a funded (vacant) 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).

C.28%20-%20LIBRARY%20TECHNICIAN%20II.pdf (180.4KB)

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)

Essential Functions: This position handles the library's Interlibrary Loan service, using OCLC's WorldCat to secure the resources of other libraries for our students' use. Given the small size of our library's collection, it is often necessary to borrow materials from other libraries to meet our students' research needs.

Other essential duties include but are not limited to:

Fully utilize library related interfaces to provide access to library resources, including but not limited to the circulation, cataloging, interlibrary loan, and reserves modules of the integrated library system.

Acquire, create, and edit temporary catalog records and import and edit permanent catalog records provided from vendors to make library resources available to users following the library rules, standards, and established procedures.

Use the appropriate module in the integrated library system to conduct general catalog maintenance including withdrawing items, resolving missing and lost and paid issues, updating authority records, and performing regular inventories of the collection(s). Utilize the library related interfaces to update library holdings.

Conduct physical resource maintenance including repairing and processing library resources.

Participate in regular inventory and weeding as directed; update the catalog to accurately reflect the library's holdings.

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)

The position is currently filled, but will be vacated by December 31, 2022. Once this position is vacated, other staff members will cover the work as they are able to. Not having this position filled will cause a delay in inter library loans requests from being filled in a timely manner as other staff members are still learning the system. This position does the repairs to damage materials, other staff would have to do the repairs when they are not doing their own duties, that would keep the damaged materials out of circulation for student or faculty use. This position is also responsible for preparing materials to be placed onto the library's shelves. Not having this position filled will slow down getting newer materials ready for students to use. The other impact that the empty position will have is in the operational hours that the library is open for student use. This position covers the circulation desk when the other staff are away. Not having this position would cause the library to reduce our operational hours and that would prevent many students from accessing the library's services.

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)

The library's building was shut down from May 2017 to August 2019 due to broken water pipes and then closed again or was on reduced services for the Covid-19 pandemic, these two events reduced the demands for in person services. We can only expect to increase in demand. The library has had an increase in the annual book budget to purchase new books. This increase will allow the library to purchase more books each year, requiring this position to process those before students can use them. The library has added loaning out laptops and hotspots to students and employees. Initially all of the maintenance of the laptops was done by this position and one other staff member. Now they only have to work with students on checking them, which can take up to 20 minutes. The demand for these has been growing since it was started and this semester all available materials were checked out.

Q9

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.

Eliminate Equity Gaps in Course Success,

Increase Persistence and Eliminate Equity Gaps,

Increase Hiring and Retention of Diverse Employees

Q10

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

This position is responsible for the Interlibrary Loan program, using OCLC's WorldCat to locate and borrow materials from other libraries to meet our students' research needs. Given the small size of our library's collection, this is an essential service to get materials that students need. This position also provides public service at the circulation desk, processes new books, and repairs and maintains the library's collection of physical books. The processing and maintenance of the library's books is what allows the students to use the library's books. This position directly interacts with students by answering the phone and emails. They also contact students about coming into the library to pick up requested materials or returning materials. This position is expected to cover the circulation desk when the other technicians are away. They also help prepare the library ready to open each day and can be asked to assist with closing the library as well.

Q11

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

This position helps the library provide materials to students at no cost. This is done by preparing new materials and repairing old materials that students can use. This position is also responsible for the interlibrary loan program that lets students borrow books from other libraries or get articles that we do not have access to. This position also interacts with the students at the circulation desk as needed when the other staff are not available. Doing this provides support to the other staff allowing the library to be open more hours for students to come in to use the library as a study space or look for materials to borrow.

Q12

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

All students at Cuyamaca can use the library.

Q13

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

Providing materials for student use at no cost relieves a financial pressure on students that could cause them to drop out. Having a quiet place to study allows for students to be in a better position to succeed. They can study without distractions or other interruptions.

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 have just figured out how to track student success rates for the students that borrow materials from the library. This will let us know how our services are affecting the student's experience. We also have conducted a student survey in Spring 22 and will conduct more student surveys in the future to see how the students feel about our services.

Q15

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 the Dean or Manager

Q16

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

Respondent skipped this question