

#6

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Library
Position Title	Library Technician III
Salary Range*	32
Annual Salary at Step B*	\$49,740
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: 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 one of the main points of contact with students in the library. They engage with most of the students that come into the library not only for our services but to ask questions about the college. They also contact the faculty about placing copies of the textbooks into the reserve collection for student use. This continues to help promote this service. 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.32%20-%20LIBRARY%20TECHNICIAN%20III.pdf (168.9KB)

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: Fully utilize various library related interfaces including but not limited to the circulation, cataloging, acquisition and report modules of the integrated library system.

Conduct catalog maintenance in accordance with library rules and standards. Coordinate operations of assigned areas. Following standardized library cataloging rules and local cataloging standards acquire and edit permanent catalog records to facilitate identification, access and use of resources. In conjunction with a librarian, create permanent catalog records.

Recruit, interview, train, provide work direction, and evaluate hourly employees (non-classified); prepare employment forms, monitor hours and schedules to ensure coverage of library service desks.

Record, tabulate and compile statistics; create, generate, and maintain a variety of detailed statistical records and reports for assigned area(s) of responsibility.

Communicate with district personnel, students, other colleges and libraries, vendors, and community members regarding library services, policies, events and resolve issues.

Open and close the library as assigned according to established procedures including preparing equipment, securing the library, and locking/unlocking the doors.

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)

This position is currently filled with the incumbent on a reduced load and a part time substitute. But the position will be vacated on December 15, 2022, when the incumbent retires. If this position is not filled the library will not be able to provide adequate circulation services. The library may also have to reduce its operational hours if this position is not filled. This position is the staff member that is responsible for training and supervising the student workers help with the library's services. This position is also responsible for overseeing the regular inventory process to make sure all materials in the collection are in place and not missing. The library has also started expanding the amount of textbooks that it buys to be put into Reserves so students can access the textbook for their class at no cost. This position is the main lead for working with the faculty that places copies of a textbook on Reserve to make sure it is marked for the correct class and length of time that students can borrow the book. They also look for possible textbooks for the library to purchase if the faculty cannot supply a copy.

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)

One of the big changes in the program that this position has been working with is the addition of laptops and internet hotspots that employees or students can borrow for a semester. The internet hotspots give students reliable internet access to not only access the library's services, like the databases, but their classes as well. This position works with the students to explain how to use the laptops and internet hotspots.

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. The library is expecting to at least return to our levels of demand from 2017 that had over 50,000 people come into the library and check out over 11,000 materials.

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 maintaining the reserve book collection, as well as catalog maintenance, providing customer service at the circulation desk, and hiring and supervising the hourly workers. If this position is not filled, the library's ability to circulate books and other library materials will be severely curtailed. This position is one of the main contact points between students and the library. This position oversees the process of sending out alerts to students if they have any late returns. Managing the textbook reserve section is also one of the highest demanded areas of the library's services. Students want to be able to access textbooks at no cost. This position oversees the hiring and training of student workers. The student workers can improve the interaction with students in other languages.

Q11

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

This position is critical to maintaining essential library services and serves as a lead for circulation. This position will ensure the library is able to be open for students as students have indicated the library is one of the most critical service areas for in-person/on-campus services and support. Furthermore, this position will serve a continuous quality improvement role, reviewing library database usage and analyzing the information to ensure services meet student needs. This position will help bridge the physical on-campus library with the online/virtual library as we enter a new phase of hybrid operations.

Q12

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

This could serve all students at Cuyamaca. Approximately 5,000 students have expressed interest in coming into the library per the student survey last year.

Q13

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

By providing resources, such as laptops, internet hotspots, and books, at no cost for students, the library is able to take a financial burden off of the students. This position also manages the library's reserve section of textbooks that students can use without having to purchase a copy. The library is also a place that students are able to come in for quiet studying, Zooming in for classes, or just being away from home as a third space.

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 can track the student success rates for students that borrow materials from the library. We are doing student surveys to see how we are performing.

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?

Please post materials by the start of fall semester. Eliminate redundancies in questions.
