#12

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	**Associate Dean of Student Services and Special Programs**
Position Title	**Administrative Assistant III**
Salary Range*	**32**
Annual Salary at Step B*	**$4,145**
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	**40 hours per week/12-month**

Q2

Current goal this position will directly advance/support

This position will directly support Goal #1: Successfully implement Student Services re-organizational structure

Q3

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

This position is listed as an action step for this goal and as a means for improving infrastructure within the special programs area of Student Services. Currently there is no administrative support for the Associate Dean and not an administrative assistant to support all the categorical programs. This position would free up categorical program student services assistants and specialists to focus on direct services to students, event planning, and addressing college strategic goals. In addition, this position will be fully funded by existing categorical program budgets.

Q4

What type of position is being requested?

Additional restricted/categorically-funded position

Q5

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

C.32%20-%20ADMINISTRATIVE%20ASSISTANT%20III.pdf (123.3KB)

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)

This position will provide administrative support to the Associate Dean and to all of the College's special programs, including DSPS, EOPS, CalWORKs, UP/NextUp, and In-Reach/Pathway Academy. Currently this functional area does not have an administrative assistant, yet it includes a large number of classified professionals as well as special program counseling faculty, coordinators, supervisors, and the Associate Dean. The administrative tasks this position will complete include the following:

Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions.

Assist with arrangement of travel accommodations, conferences and meetings as necessary.

Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required.

Order and maintain office supplies; schedule maintenance and repair of equipment.

This area has had administrative support in the past; however, it has been without this support for some time, and the work has been taken up by the classified professionals who are responsible for directly serving students in each special program area and/or by the IESE Office administrative assistant.

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)

As mentioned above, the duties of this position are currently being performed by the Associate Dean or classified professionals in each of the categorical programs whose role is to directly serve students and help plan and coordinate activities. In addition, some of these duties are being performed by the IESE Office administrative assistant, who already provides administrative support to the Senior Dean of IESE, Dean of Student Success and Equity, and the entire IESE Office. Not having this position is pulling program specialists or the Associate Dean away from their primary duties and is also adding workload to the IESE Office administrative assistant. The current structure is not sustainable. The departments are unable to serve students efficiently and effectively due to the increased responsibilities of secretarial and clerical duties. Additionally, it has caused delays in purchasing, requisitions, and record keeping. There is not a central contact for students to be screened and routed to the proper personal for student services and special programs.

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)

After seeing an initial decline, categorical programs have increased the number of students served coming out of the pandemic. A summary of the two largest special programs shows the growth in student headcount as well as funding (which is primarily based on number of students served), with EOPS and DSPS serving more students this year versus last academic year. For example, EOPS went from serving 505 students last year to serving 582 this year; DSPS went from serving 553 students last academic year to serving 350 in the fall term alone, with many more students likely to receive services in spring. CalWORKs has remained at similar levels, serving 244 last academic year and so far 235 this academic year. NextUp also saw a modest increase from 27 students last year to 30 students this year. With more students expected to return to the campus now that more classes and services are offered in person, these programs are likely to grow even further in the next several years. This has caused an increase in work responsibilities as the department has not received additional personnel to support these programs.

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.

Increase Equitable Access

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 will provide the administrative support and critical infrastructure needed to improve equitable access via special programs. The DSPS program works to support students who are differently abled and receive the access and accommodations they need to succeed in their classes and complete their educational goals. The EOPS program works to build community and provide intrusive case management to students who have historically been underserved by higher education. The CalWORKs program focuses on helping students who are in the state CalWORKs program by providing financial assistance, support, and resources to help them succeed, persist, and reach their educational goals. The UP/NextUp program supports former foster youth in reaching their educational goals with resources, services, and above-and-beyond service. Each of these programs serves a disproportionately impacted population overall, but equitable access to services can be improved such that students served more closely resemble the College's student population and service area.

Q11

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

The administrative assistant will improve the student experience by creating a centralized point of contact for student services and special program inquiries. This position will also free-up program specialists and the Associate Dean to focus on their primary roles and responsibilities, particularly as these programs increase the number of students they serve.

Q12

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

The position will provide administrative support to over 1,100 students that are signed up for special programs. The position has the potential to serve an additional 400 students as the department looks forward to increasing access and closing the equity gap of representation for our Black, Latinx, and Indigenous student populations.

Q13

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

The position will address the equity and access goals by increasing efficiency and effectiveness of all student services and special programs by moving clerical responsibilities to this administrative position. The position will free up critical program staff and the Associate Dean to focus on serving students and planning program activities, initiatives, and events. This will allow these special programs to increase access to services, serve additional students, and address equity gaps in student participation these categorical programs that are focused on retention and success.

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)

The department will measure the impact by counting the number of students served, comparison reports, and through assessing and addressing student needs through surveys and focus groups.

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