

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, December 04, 2023 3:06:28 PM
Last Modified: Monday, December 04, 2023 3:43:09 PM
Time Spent: 00:36:40
IP Address: 160.227.129.229

Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	AKHE
Position Title	Athletics Operations Specialist
Salary Range*	\$3,880 to \$4,853 per month
Annual Salary at Step B*	\$4,103 per month
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	12-month

Q2

Current program goal (as listed in comprehensive program review/annual update) this position will directly advance/support:

This position will support the daily activities and needs of the intercollegiate sports programs.

Q3

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

Currently, the workload assigned to one Clerical Assistant and Administrative Assistant. The refunding of this position will directly affect the efficiency of the department and take task off coaches so they may focus on their assigned duties. With the continued planned increase in team rosters of the sports teams, this position will be of great importance moving forward.

Q4

Replacement for an unfunded 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.30%20-%20ATHLETIC%20OPERATIONS%20SPECIALIST.pdf (103.4KB)

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? How does the lack of this position impact the program's or service area's ability to serve students? (300 words or less)

The Athletics Operation Specialist is the 'Field General' in the daily battles of facilitation of intercollegiate sports programs. Cuyamaca College is one of the only colleges that does not have this position as part of their athletics administration. In a daily situation, there are multitude of duties that need to be accomplished to seamlessly create an environment for excellence for the sports teams and their seasons of play. Having the Athletic Operations Specialist will enable the department to achieve efficiency in this regard.

Q7

* How are the duties of the requested position currently being performed, if at all?

Coaches, Admin and clerical staff are tasked to share in this and all required task. However, the current workload creates compensation issues (overtime) and takes away from the coaches main duties. With the increase of team rosters, the amount of work shall also increase.

Q8

Respondent skipped this question

* OPTIONAL: If duties are being performed by a grant-funded position, when will the grant end?

Q9

Please describe how the program/department has changed over the past 3 to 5 years and how this position will help the department serve more students directly or indirectly?

The defunding of the Athletic Operations Specialist occurred in Fall of 2019. There was a decline in athletes due to the pandemic and lost of seasons of sport. However, there has been a steady growth of interest and enrollment in intercollegiate sports. The data supports that this increase will continue and the department's focus is on increasing enrollment across both genders. The expected increase will place greater demands on the current staffing levels.

Q10

* How has the demand for program/department services increased/changed over the past 3 to 5 years?

With the end of covid pandemic, the enrollment and resumption of sports at the college has gave evidence that sports participation levels are rapidly approaching and will surpass pre-pandemic levels.

Q11

* How have workloads in the program/department increased/changed over the past 3 to 5 years?

The current workloads in the program have increase exponentially with the growing increase in intercollegiate sports programs.

Q12

* How many more students will the position serve, and who will it serve?

The position will serve the current 159 students and expected growth of 15-20% per year for the next five years.

Q13

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,
Increase Persistence and Eliminate Equity Gaps,
Increase Hiring and Retention of Diverse Employees**

Q14

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

The addition of the Athletics Operations Specialist will create a more effective and efficient administrative staff. By working more effectively, the reduced workload placed on coaches will allow for increase recruiting and increased enrollment in specific sports teams. The increased enrollment especially in the underrepresented gender, will eliminate equity gaps that have persistently occurred. The administration will actively seek to hire the best person for the position but will be mindful of hiring individuals with diverse backgrounds.

Q15

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

By having an Athletic Operations Specialist, the student athlete experience will be directly affected by allowing the administrative staff to have the time and abilities to create an environment of athletic excellence and also engaging activities that enhance the student experience.

Q16

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 about the division's priorities and needs to help inform and may impact the prioritization process.

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

Q17

In an effort for continued improvement of the Classified Position Request Process, the CHPC would like your feedback regarding the CHPC guidance and process for submitting new classified positions requests.

The frustration of this committee in creating a prioritized list and rarely getting individuals hired off this list needs addressing.
