

Classified Staff Request Form 2025-2026

Please read the following notes before preparing your request:

- The Classified Hiring Priorities Committee (CHPC) will consult your program review as part of the rating process. Please reference appropriate sections of your program review as needed in your responses.
- If this is a recent vacancy, please check with your dean/manager to make sure that the position is not already slated to be filled. If it will automatically be filled, you do not need to submit a request.
- If your department is requesting more than one of the same type of position, you must submit a form for each position requested. Please distinguish between your first and each subsequent position requested, and provide additional information in support of each request in order to be given full consideration by the CHPC for this prioritization cycle. A second position will have a different impact than the first. Within your responses, please explain how the duties will affect the second position if the first request position is filled.

All classified staff position requests must be submitted by **[INSERT DATE]** to be considered for this year's integrated planning cycle.

This form will not save partially-completed responses. Please use the Word or PDF versions of this form to plan your responses and complete this electronic form when you are ready to submit your responses.

Please enter the following:

Department:

Position Title

Salary Range*

Annual Salary at Step B*

Hours/week and # of months (e.g., 10month, 11-month, 12-month)

Please discuss this classified position request with your dean/manager in light of the division's priorities and needs prior to submitting this request. You will be asked to confirm that you have met with your dean/manager to discuss this request before submitting this form.

**For Salary Range and Step information, see: <https://www.gcccd.edu/human-resources/employment/salarieschedules.php>*

Connection to Program Review Goals

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

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

- Was the recommended Classified Staff position submitted in a prior program review year? Yes or No. Please provide year(s).

Provide the following information for the new position or the increase in FTE for an existing position that is being requested, or the request to fill a vacant, frozen or defunded position:

What type of position is being requested? Please select one.

- Additional general fund position
- Replacement for a funded (vacant) position
- Replacement for an unfunded position
- Position currently funded by grant funds
- Increase in the FTE for the position; specify the position classification and number: _____

*[*Please see CHPC guidance on position types.](#)*

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

Only PDF, DOC, DOCX files are supported.

Impact on Service to Students and Critical Need

****The Classified Hiring Priorities Committee will also consider the program review data provided by the IESE Office in reviewing this request. (Rubric Criterion 1)****

** Please address the following:*

- 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)

- 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?

(optional)

Program or Service Area Potential for Growth

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?

- How has the demand for program/department services increased/changed over the past 3 to 5 years?
- How have workloads in the program/department increased/changed over the past 3 to 5 years?
- How many more students will the position serve, and who will it serve?

****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)

Support of Strategic Plan Goals and Strategies

Which of the College's strategic goals 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
- Eliminate Equity Gaps in Course Success

- Increase Persistence and Eliminate Equity Gaps
- Increase Completion and Eliminate Equity Gaps
- Increase Hiring and Retention of Diverse Employees

Please explain how the requested position will directly advance or impact the college strategic goal(s) identified above.

(200 words or less) (Rubric Criterion 3)

Impact on the Student Experience

- 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)

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 and its priority relative to other requests within the division/department with my dean/manager; date of meeting: _____

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.

(optional)

Please click the "Done" button when you are ready to submit this form.