

Classified Staff Request Form 2020-21 (Draft)

Note: 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 your department is requesting more than one of the same 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 January 15, 2021, to be considered for this year's integrated planning cycle..

This form will not save partially-completed responses. Please use the PDF version 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., 10-month, 11-month, 12-month)

*For job Range and Salary information, see: <http://www.qcccd.edu/human-resources/salary-schedules.html>

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?

- 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 attach the job description for the position classification (contact GCCCD Human Resources to obtain this).

Only PDF, DOC, DOCX files are supported.

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)

* Please address the following:

- How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area?
- What impact, if any, have frozen or vacant positions within the department had on services or staff workload?

(200 words or less) (Rubric Criteria 1)

How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position?

Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.

(200 words or less) (Rubric Criterion 2)

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.

1. Acceleration
2. Guided Student Pathways
3. Student Validation and Engagement
4. Organizational Health

Please explain how the requested position will support the college strategic priority(ies) identified above.

(200 words or less) (Rubric Criterion 3)

How will the position impact the ability of the program or service area to innovate and meet changing needs?

(200 words or less) (Rubric Criterion 3)

* 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 my dean/manager

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