

# Classified Position Request Form

**Instructions:** Complete one form for each classified position requested

- New Position (not in last year's budget)
- Replacement Position (in last year's budget)
- Conversion Position (from grant to general funds not in last year's budget)
- Formerly Eliminated Position (not in last year's budget)

Title of Position Requested: Department Assistant III

Program/Department/Area: Fire Technology/Allied Health/ Weill Institute

Number of Hours per Week: 40

Number of Months per Year: 12

**Brief Abstract:** (How does position impact present area status, affect workload reduction, impact students or provide support/services?)

This position is the first point of contact for students and the public as well as the single clerical resource for the Fire Technology Program. Interacts with faculty, students, public and per contractual agreements, the fire departments. Handles budgets, purchasing for office and instructional needs, deposits, contracts, monitors and posts data required for contract compliance. Completes class scheduling, prepares and monitors hiring documents for professional experts and processes time-sheets for Olive Drive Fire Training and State Fire Marshal classes. Processes 3-party pay enrollments for all in-service fire training classes for Bakersfield Fire/Kern County Fire and Sequoia/Forest Service, per contract. Loss of this position would be extremely detrimental to the program.

**Rationale and Applicability to College Strategic Goals:** (**Substantiate recommendations with data and the guidelines listed in the Budget Decision Criteria document and College Strategic Goals.** This is to replace an already existing position, which will be vacant due to retirement.

**Impact on College/District if position is not filled:** (Include how having the position or not having the position impacts FTES, services to students.)

Loss of 467.5 FTES, the program cannot exist without a department assistant III person.

**Total Cost:**

Salary	\$ <u>48,864.34</u>
Benefits	\$ <u>24,335.02</u>
Computer/office space etc.	\$ _____
<b>Total Amount:</b>	<b>\$ <u>73,199.36</u></b>