

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: Health/Physical Education/Athletics

Number of Hours per Week: 40 hours

Number of Months per Year: 12 months

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

This position would improve service to both staff and students. The current responsibilities related to Athletics and Physical Education are too broad and diverse to expect one Department Assistant to handle it. Requests, Purchase Orders, and other important responsibilities are piling up.

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. Does this need fulfill a compliance/mandated position, i.e. State, Federal, regulatory boards, contracts? Does this need address grant partnership commitments and/or critical community needs?)

Goal Two in the KCCD Strategic Plan is seriously being affected. Communication and compliance with external mandates are delayed and interrupted. There is just too much to do. Necessary information related to student success and data are also being delayed.

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

The departments' ability to serve the immediate needs of both faculty and support staff has prevented access to information and guidelines that negatively affect the interaction between the staff and their students. There is just too much to do!

Total Cost:

Salary	\$ 2,668.3250 to 3,248.9511
Benefits	\$ _____
Computer/office space etc.	\$ _____
Total Amount:	\$ _____