

# Classified Position Request Form

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

- New Position (not in last year's budget): Increase from 19 hours to 30 hours.**
- 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: **Program Coordinator**

Program/Department/Area: **Human Services/Behavioral Science**

Number of Hours per Week: **30**

Number of Months per Year: **10**

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

**Our Human Services Program was originally run by a full time program manager with two part-time staff members. At present, the program is run by a single part time program coordinator who is budgeted for only 19 hours. The success of this program, and subsequent community recognition, is directly proportional to the energy, zeal, and absolute commitment on the part of the current program coordinator. We are requesting that the budget reinstate a full time, 10 month position or 30-hour, 10 month position for the program coordinator.**

**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?)

**Through our Human Services Program, we have a significant and very positive presence within the community at large. In any given semester, our Human Services student-interns are working directly with anywhere from 15-20 different community agencies under the supervision of a single program coordinator. As a direct result of this singular effort, Bakersfield College was honored by the Community Action Partnership of Kern with the Humanitarian of the Year Award in May 2010. In addition, the program received a Certificate of Special Congressional Recognition from the State of California. This program also has one of the highest success rates at Bakersfield College and awarded 23 degrees and 7+ certificates in the 2011-2012 academic year.**

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

During the 2011-2012 academic year, the Human Services Program offered 5 sections with an average of 26 students per section and increased during the 2012-2013 year. This provided 20.4 FTES and FTEF at 1.0 and FTES/FTEF at 20.4. The success and retention rate of the program was 89.3% and 96.2%, respectively. Unlike many other CTE programs, the Human Services Program does not require specialty equipment or technology. Other than paying instructors, the program requires no additional expense.

**Total Cost:+**

Salary	\$ <u>Range 42.0 (increase of 11 hours)</u>
Benefits	\$ _____
Computer/office space etc.	\$ <u>Already have</u>
<b>Total Amount:</b>	\$ _____