

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 I

Program/Department/Area: Department of Public Safety

Number of Hours per Week: 19 hours

Number of Months per Year: 12

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

The Department of Public Safety provides a high quality program of safety and security to the four campuses that we currently staff for security operations. However, we are in great need of increasing our staffing levels. Currently we have about 31,000 students not to mention the increase of faculty and staff over this same time frame including the addition of another satellite campus we staff.

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?)

Critical community needs. Student population has more than doubled to 31,000 students. We need this position to keep our office doors open to provide service to evening students. This will allow Department of Safety to remain open Monday-Thursday from 7:30 am – 10:00pm.

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

We need to hire a part time DA I position to work the evenings so that our office will be open for our students who can only attend evening classes and cannot get to our office before it closes at 5:30 pm. The DA I position will allow for our office to remain open until 10:00pm Monday – Thursday to better serve these students.

Total Cost:

Salary	\$ 27,722.88
Benefits	\$ 22,954.08
Computer/office space etc.	\$ _____
Total Amount:	\$ 50,676.96