

# 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: Music Lab  
Technician

Program/Department/Area: Performing  
Arts

Number of Hours per Week: 20  
hours

Number of Months per Year: 9

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

We had a lab technician in PAC 115 Computer Music Lab who recently departed. It is helpful to have a Mac lab expert who can keep computer OS systems up to date and confirm that the lab network is functioning properly. This process requires continual maintenance and frees up time for the full-time commercial music faculty to focus on course teaching.

**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?)

N/A

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

Lack of Lab technician pulls me away from my core responsibilities as a Commercial Music Program director and the only full-time faculty in the program.

**Total Cost:**

Salary \$ \_\_\_\_\_  
Benefits \$ \_\_\_\_\_  
Computer/office space etc. \$ \_\_\_\_\_  
**Total Amount:** \$ \_\_\_\_\_