

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: Performing Arts (Music Performing Groups)

Number of Hours per Week: 19hr

Number of Months per Year: 12 month

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

A support staff member is needed for the Music program to assist all performance ensembles with tasks related to the success of those programs. Specifically, this position would provide logistical support for concerts on and off campus; prepare and manage hiring paperwork for PEs (professional experts, which number in the dozens per year); prepare and manage ICA paperwork for guest artists and service providers (piano tuners, instrument repair, recording services, composing and arranging services, etc); prepare and manage paperwork for competition and/or festival travel (drum and bugle corp, drumline, jazz ensemble, choirs, etc); support for producing concert programs and posters/flyers; support for departmental website and social media; and other duties as assigned. All of this work is currently done by faculty (much of which is contractually classified work) or by the dean's executive secretary or are DA III. This work represents a disproportionate amount of the available time of these two excellent individuals.

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?)

This position would vastly improve the public image of the college by allowing the Performing Arts department to better advertise its concerts and public performances and to provide a central location for the public to receive information about Performing Arts events and programs. Also, by aligning this position so closely to the programs it serves (rather than sharing the attention of already heavily burdened staff in another building), the person in the position would be able to build expertise with the special needs of the department and begin to anticipate needed support--ICAs would become more timely and less stressful, concert schedules and calendars would be better coordinated and disseminated, budget resources would be more efficiently and effectively expended to improve the learning environment for students and to advance the goals of the program.

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

Failure to fill this position may create exposure to liabilities, such as CSEA concern over faculty doing classified work, necessary paperwork being delayed or not submitted (particularly worrisome in relation to student trips/tours), etc. Also, funding this position is a relatively inexpensive way to maximize the positive impact of a program that interacts with the community in a very public way and often draws statewide, national, and even international attention.

Total Cost:

Salary	\$18,000yr
Benefits	\$limited
Computer/office space etc.	\$2500
<i>Total Amount: \$ 20,500</i>	