

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 Two

Program/Department/Area: Public Safety Training Programs

Number of Hours per Week: 19

Number of Months per Year: 10

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

The establishment of the Law Enforcement Training, Emergency Medical Technician program, Paramedic Academy and degree programs both increase the workload of our 1-DAIII. There are phone calls throughout the day, students entering the office requiring assistance with registration, grades, enrollment, or other supportive requests. The present faculty staff provides the instruction to the increased numbers of students enrolled in our program, but they do not perform the day-to-day administrative work required to adequately handle the program workload.

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?)

The (1) DA III is responsible for budget review with the director, completing purchase orders, administrative and logistical files like Memorandum of Understanding, Institutional Service Agreements, and contracts.

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 increased workload creates stress on the one DAIII who continues to handle a substantially increased number of students and classes. The impact for not filling the new position request is a substantial increase on daily work pressure and stress on the current DA III assistant.

Total Cost:

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