

# 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 II (Replacement of 19 hour Admissions and Records Assistant)

Program/Department/Area: Inmate Scholars Program

Number of Hours per Week: 40

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 Admissions and Records Assistant was hired as a 19 hour per week employee when the program supported less than 350 enrollments in Spring 17. The program has since grown to over 1500 enrollments in Fall 18. The program is 100% paper-based. This position reviews at minimum three forms for each student, each semester equating to over 4500 enrollments. In addition, all transcript requests and admissions related requests are routed through this position.

If we had a DA II, the employee could respond to all correspondence mail received from students across ten prisons. The program is also continually expanding requiring enrollment support to continue to expand. As a DA II, the position would offer more flexibility in tracking books, clearances for faculty and staff, coordinating visitors to the prisons, and general assistance with scheduling. The DA II could provide general assistance work for various requests as well as maintain all of our book inventory and filing systems as we have already surpassed 5000 enrollments (all paper).

**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 position could potentially be funded through the Innovation Grant or GUI funds. It is not a mandated position but the position would ensure continued expansion and generation of FTES.

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

Not obtaining this position, would negatively impact FTES as the other team members would be taking on these tasks thus resulting in decreased FTES.

This would limit the communication and enhanced collaboration, consultation, and communication with the students. It would also limit the oversight and accountability as having the full time DA II would allow for transparency in processes and a point of contact for student requests and needs thus impacting student success and implementation of best practices.

**Total Cost:**

Salary \$ 30,600 \_\_\_\_\_

Benefits \$ 21,463 \_\_\_\_\_

Computer/office space etc. \$ 0 \_\_\_\_\_

**Total Amount: \$ 52,063 \_\_\_\_\_**