

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: Student Success & Equity

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?)

In the past three years, categorical program funding has grown exponentially, with the Office of Student Success & Equity's responsibility for grant oversight also growing from only the Student Success & Support Program (\$3.2M in 2015) and Student Equity Fund (\$1.2M in 2015) to now a handful of additional grants and an annual portfolio of nearly \$10M.

To keep pace with budget management, including entry of purchase orders, processing of travel paperwork, independent contractor agreements, Cal-Card statements, and more, it is critical that our office re-fill this vacancy as soon as possible. Proper daily budget support is fundamental to Bakersfield College's continued receipt of categorical and grant funding that supports student success work college-wide.

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?)

With the new funding formula on the horizon, a focus on grant and categorical fund development is critical. To ensure stability through the changing model, categorical and grant funding can support a focus on student progression and completion which now accounts for a major piece of the funding puzzle. Specifically, the person in this role will be responsible for day-to-day grant and categorical budget support; these funds advance student learning, and student progression and completion per the college's strategic directions.

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

Without proper budget support, faculty and staff who deliver key student success services will experience delays in daily budget-related processing, such as expenditure transfers, catering requests, ICAs, and travel paperwork. If the position goes unfilled for an extended period of time, insufficient budget support could lead to greater issues at the state level, with Bakersfield College at risk of losing its ability to report in a timely manner, therefore sacrificing our potential to receive this important funding.

Total Cost:

Salary	\$37,284.24
Benefits	\$28,779.31
Computer/office space etc.	N/A – filling vacant position
Total Amount: \$ 66,063.55	