

## 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: Dept Asst II

**Commented [CG1]:** Title should read "Department Assistant II"

Program/Department/Area: Office of Instruction (Rodriguez)

**Commented [CG2]:** Department should read "Instruction (Cornelio Rodriguez)"

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?)

At present the only support for the Office of Instruction is an Executive Secretary. Scheduling, Purchase Orders, Budget transactions, student forms (Enrollment Exception, Waivers, Course Repetitions Request, etc...) in addition to faculty evaluations for Agriculture, Philosophy, Humboldt Grant, CORD Grant, National Endowment of the Humanities (NEH) Grant, Pre-Law program, Social and Behavioral Science Pathway, Ag, nutrition and Culinary Pathway and Guided Pathways Implementation being completed in a timely manner, are impacted without this position.

**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?)

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

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**Total Cost:**

Salary	\$ 37,248.24
Benefits	\$ 27,121.59
Computer/office space etc.	\$ _____
<b>Total Amount:</b>	<b>\$ 64,370.59</b>