

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: Media Technician

Program/Department/Area: Technology Services/Media Services

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?)

We do not have enough staff to maintain our existing technology in over 144 classrooms on the main campus, Delano and downtown. Projectors in most classrooms require constant upkeep and routine maintenance. We've fallen away from doing routine maintenance and are reactionary when something like a burned out lamp occurs. With more staff who can focus just on the day-to-day repair/replacement of lamps/cables and issues like lack of connectivity, we could better serve classrooms. Currently, there are two staff for replacement/repair of all AV systems on campus. We're looking at this as an entry level position. Someone who can answer phones, meet classroom emergency needs and basic AV repair. They will also work the AV counter for services and assisting students. This person would be our primary first responder and troubleshoot technical AV problems.

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 assist us in meeting Oversight and Accountability, Facilities and Communication 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.)

The impact if this position is not filled is that we continue to serve in a reactive capacity not a proactive capacity. The ability to do routine maintenance and keep current with lamp life on most of our projectors would be a wonderful asset and would potentially reduce key instruction time in the classroom. If we're able to better maintain our assets, the greater the impact on instruction.

Total Cost:

Salary	<u>\$ 39,171.72</u>
Benefits	<u>\$ 27,629.14</u>
Computer/office space etc.	<u>\$ 1,000</u>
Total Amount:	<u>\$ 67,800.86</u>

