

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 (currently 19/hr)

Program/Department/Area: Probation & Early Alert/Counseling/Main Counseling Center

Number of Hours per Week: Request change from 19/hr to 40/hr position

Number of Months per Year: 12 months

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

We are requesting again this year for the 3rd time to increase our 19 hour Department Assistant II position to a full-time (40-hour DA II 12 Month) position.

The justification for this increase is in the number of students served through this position. This position was designed to support probation and early alert at 70% probation and 30% early alert. At only 19 hours a week, this position cannot support both programs let alone even one of them.

Probation on average has upwards of 4000 students to serve. Although there are a significant amount of students only on Probation 1 which does not require a student to see a counselor it does however require that they complete the online probation student success seminar before the student can be cleared to register for the next term. Each and every student on probation regardless of level of probation are required to complete the online student success seminar. Once the student successfully passes the quiz in the seminar then the DA II reviews to see which level of probation the student is and either instructs student of next steps or manually clears students in banner so that they can register. Students could end up waiting upwards of 3-4 days to be cleared with this process due to the limited hours the DA II is in the office.

Not to mention the other duties the DA II holds. Managing the probation phone line, scheduling student appointments with the counselor, scheduling appeal appointments with the Program Manager, overseeing the duties assigned to the student workers (such as calling students, etc.), managing the online student success seminar to ensure operating properly, and managing the probation website to ensure accurate information is always available, just to name a few.

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?)

It is the goal of the institution to see students complete successfully. The newly revamped probation program is designed to provide clarity to students so that they stay on their path. Students on probation have a tendency to flounder and veer off path but with the new guidelines we assure students have continual contact through a communication plan, which requires the department assistant to be available more than nineteen hours a week.

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

If this position is not increased to a full time load, again this year this will negatively affect the main counseling center workflow. When the DA II is not available due to their limiting hours, the program manager for probation and early alert must pick up the slack. This negatively affects the professional level and workload for our manager tending to student needs via answering phones, scheduling appointments, clearing students, etc.

This will also negatively affect the ability of the counseling center to provide additional services to students to ensure they stay on their path.

Total Cost:

Salary	<u>\$32150.04</u>
Benefits	<u>\$17614.63</u>
Computer/office space etc.	<u>\$0.0</u>
Total Amount:	<u>\$ 49764.67</u>