Classified Staffing Request Form

Date Submitted: Job Title:

Current FTE: Requested FTE:

Department or Program Area:

Dean or Manager:

Estimated Salary Range with Benefits (monthly amount as listed on the CSEA salary [scheduled found @ http://www.gcccd.edu/human-resources/salary](http://www.gcccd.edu/human-resources/salary-schedules.html)-schedules.html )

Position to be Funded by: General Fund Categorical/Grant

*(To be clear, this has no bearings on the committee’s recommendations)* Funding Source Date this position should be filled:

Procedure:

1. Complete this form for each new position requested. A new position is defined as any position that:
   1. Has been newly developed,
   2. Has a percent of contract increase to a higher FTE,
   3. Was vacated prior to July 1, 2014.
2. The committee does not review:
   1. Departmental reorganizations that include new positions,
   2. Reclassification of existing positions,
   3. A change in FTE to an existing or new position for categorically funded programs.
3. Include the following steps in the process:
   1. The department chair/coordinator or supervisor/director completes questions 1-6.
   2. The dean or program area manager collaborates with the department chair/coordinator.
   3. The divisional/area dean (Academic Affairs or Student Services) or Manager/Director (Administrative Services) **must** sign the last page indicating they reviewed the proposal and support the submission.
4. Submit the final request via email to the Classified Staffing committee co-chair, Bernadette Black @ [Bernadette.black@gcccd.edu](mailto:Bernadette.black@gcccd.edu) by **May 3, 2019**.

Questions:

1. Identify basic need. Include specifically how the Strategic Plan, Program Review, Annual Program Review Update, Accreditation or other external review processes support this position. Explain in detail.
   1. Also how will this position contribute to the strategic plan areas of focus (at least 1 must be identified)? The 2016-2022 strategic plan can be found [here.](http://www.gcccd.edu/about-us-area/planningdocuments.html)

# Student Engagement

Outreach

Retention

Institutional Capacity

Explain:

2. How will this position contribute to student success and/or other measures of institutional effectiveness at Grossmont? Please provide data that supports your position (such as number of students served, improvements or enhancements in quality of service and additional services provided).

1. Are there anticipated savings (reduction of student hourly or outsourced contracts) or additional revenue that could be generated by filling this position? Could this savings or additional revenue be applied to support the position you are requesting? Specify specific dollar amounts, including benefits, and identify the exact amount of additional funding if needed by the department.
2. This position is supported by:

# Legal Mandates Program/Accreditation Regulations Health & Safety Priorities

Critical/Threshold of Educational & Support Services Essential Operations and Supervision

Explain in detail.

1. Describe the positive impact on other programs, departments and or quality of services if this position is filled.
2. a. What tasks, duties or services will not be provided if this position is not filled? How is work currently being done?
   1. **If this position is not funded, how will the work get done?**

**Department Chair/Coordinator Signature (or)**

**Supervisor/Director Signature**

**Dean or Manager Signature**

FINAL CLASSIFIED STAFFING REQUESTS ARE DUE TO BERNADETTE BLACK

[@ BERNADETTE.BLACK@GCCCD.EDU](mailto:BERNADETTE.BLACK@GCCCD.EDU) BY MAY 3, 2019.