

Classified Prioritization

*One Year Process**

This document outlines a one year process for prioritizing new, augmented and replacement Classified Professional positions to be hired. This process does not include Classified Supervisory/Confidential positions.

Timeline: Annually

October/November

- Requests for Classified Professionals are collected through the Program Review process.
- Requests are reviewed by Classified/Classified Senate. Feedback and recommendations are provided to the College President.

November/December

- The College President, VP's and Managers will create a prioritized list, ranked by priority with #1 being the first priority.
- The list and an estimate of available funding will be provided to Classified Senate.

December/January

- Classified/Classified Senate will review the list and provide feedback/recommendations and/or endorsement to the College President.
- The Classified Senate President and the Classified Prioritization Subcommittee will meet with the College President and VP's to further discuss the prioritized list, classified feedback, along with available funding.

January/February

- The resulting prioritized list along with Classified Senate recommendations will be presented at College Council.
- College Council will vote to approve a final recommendation to the College President.
- The College President will present a final list, with a rationalization for any adjustments made, and distribute college wide.
- Requests for job advertisements begin.

Development of Requests

1. Requests for new, augmented and replacement classified positions are submitted annually in the Program Review process. Requests are developed in consultation with current staff in the area.
2. Justifications for positions are documented in the Program Review process and listed on a spreadsheet of all requests.
3. Justifications should include rationale for requesting the position. Rationale should include specific reference to, where necessary and appropriate:
 - Job Title. Is this a new position?
 - Justification for position, including any relevant data and/or legal mandates

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- Funding source (eg, grant or general funded)
- Is the work currently being done by other employees?
- To whom would this person report?
- What is the consequence of not filling this position?
- How will the campus community (students, staff, faculty and community) be positively impacted by filling this position?

Provisions for Mid-Cycle Vacancies

For a vacant position that occurs outside of the regular planning cycle, the vacant position will be reviewed. Managers may fill replacement classified positions immediately with the ability to update the position, if needed. If the vacancy is not filled immediately, the position would be inserted into the existing prioritized list where appropriate.

Temporary classified professionals may be contracted to fill the position until a permanent replacement is hired. Deans/Area Managers who choose not to replace a position immediately do not lose their right to replace the position in the future.

Classified Prioritization Subcommittee:

Katrin Field, VP Classified Senate
Chasity Whiteside, VP SEIU
Catherine Powell, Academic Services
Heather Hernandez, Academic Services
Noell Adams, Student Services
Stacey Moore, Student Services
Paulette Lino, Director A&R
Donna Gibson, Faculty

Previous Members:

Tram Vo-Kumamoto, Dean of Science and Math

Approved by College Council: November 24, 2014