

Classified Professional Requests 2016-2017
Provided by Chabot Classified Senate – 2/25/2016

Classified Professionals from across campus reviewed classified staff positions requested through 2016-2017 program review submissions. An important goal of the Classified Prioritization committee was to ensure broad participation from Classified Professionals in reviewing these requests, and for this reason we set up and sent out via college email an evaluation tool (a Google Form with background information and rubric) and provided in-person assistance for those who wanted help using the evaluation tool or had questions about the process or the content. The evaluation responses were compiled and then analyzed in a series of sessions with the committee and Classified Senators, resulting in the attached prioritized list of positions. This list was approved at the February 19, 2016, Classified Senate meeting.

An important factor to our process was the guidance provided by the Planning, Review, and Budget Council in its *Program Review Synthesis Statement on Classified Prioritization* dated December 18, 2015. This statement underscored the concept that approved classified positions should support the Strategic Plan Goal to increase students' ability to meet their educational goals within a reasonable period of time, with observance in the following areas:

PRBC saw the need for increased safety for students and staff

- a. Adequate supervision of students is needed with attention to student/support staff ratios.
- b. This might also include the use of hazardous equipment.

PRBC saw the profound need to approve positions with longstanding demonstrated needs to:

- a. Meet the demand for support services
- b. Address gaps in serving students
- c. Cover all hours of operation in order to serve all students who attend Chabot (e.g., regular hours where coverage is lacking, Fridays, weekends, evenings, online students,)
- d. Reduce student to support staff ratios
- e. Support the integration of Academic and Student Support Services with programs such as the Learning Connection and other inter-disciplinary collaborations

The committee reviewed the position requests in relation to the needs reflected in PRBC's statement, and all positions ranked by the committee as a priority 1 supported one or more of those needs.

During our review of position requests, the committee noticed a significant number of programs and areas that are currently functioning without sufficient staff to operate at a basic level, including the TV Studio, Radio Station, PAC, Learning Connection, Children's Center, and the Collaborative Projects space among others. Positions supporting these needs are in alignment with the needs described in PRBC's statement, and were prioritized accordingly.

The committee would like to see the campus fully support existing programs and areas by ensuring minimum staffing needs are met before creating new programs or areas. When new programs or areas are proposed, permanent, adequate staffing needs should be factored in as a part of the design/development process (ie FYE) to ensure a strong, successful start and continued stability for the program or area and the students it serves.

Not all positions submitted in Program Reviews were ranked and prioritized by the committee. In some cases, the positions were mistakenly identified as classified positions when in fact the request was actually for a student assistant, a professional expert or a manger/administrator, as determined by the committee upon further research and/or discussion with the proposer or area manager. Other positions were replacements for positions vacated through retirement or resignation (Library Technician), but positions that are vacant from retirement or resignation shall be replaced by administration immediately with the option to revise the position as needed; these positions will not go through the prioritization process. Additionally, the committee did not rank positions in which the proposer designated the source of funding to be other than general funds (ie categorical funding) since this was not part of our charge at this time. Prioritization of these positions does not currently have a unified process.

The following concepts as noted in last year's overview remain important.

- We support reclassification where classified professionals are already doing the work (e.g., Manager for TV Studio) and/or to align positions district-wide.
- We support hiring full-time classified professionals, as opposed to part-time, whenever possible, as this builds a more cohesive team, and gives classified professionals a greater opportunity to participate in shared governance and professional development activities.
- We support higher-level classified positions within departments.

STAFFING REQUESTS (2000) CLASSIFIED PROFESSIONALS

Position Title	Classified Professional Request Form	Division/ Unit	Dean or PR Author Prioritization	Classified Senate Prioritization	Additional Information from Classified Senate
Office of Academic Services					
Curriculum/Student learning Outcome Specialist	Yes	Academic Services	(no prior. provided)	n/a	Remove. Approved in 2015-2016 prioritization process. Pending posting.
Administrative Assistant	Yes	Academic Services	(no prior. provided)	3	
Curriculum/Schedule Specialist	Yes	Academic Services	(no prior. provided)	n/a	Remove. Approved in 2015-2016 prioritization process. Posted and closed.
FYE and Pathways					
Senior Administrative Assistant	Yes	FYE and Pathways	(no prior. provided)	n/a	Remove. Posted and closed.
STEM Center Director	Yes	FYE and Pathways	1	n/a	Remove. RT confirmed with Dean this is an administrator position.
STEM Center Instructional Assistant II	Yes	FYE and Pathways	2	1	Position also requested by Learning Connection and the Chemistry and Math Departments.
Work Based Learning Specialist	No	FYE and Pathways	2	3	
Instructions Assistant III Collaborative Projects	Yes	FYE and Pathways	1	1	Position also requested by Learning Connection.
STEM Center Instructional Assistant III	Yes	FYE and Pathways	1	1	Position also requested by Learning Connection and the Chemistry and Math Departments.
STEM Center Administrative Assistant II	Yes	FYE and Pathways	2	3	Position also requested by the Chemistry and Math Departments.
Learning Connection					
Instructional Assistant II/STEM Center	Yes	Learning Connection	1	1	Position also requested by Pathways and the Chemistry and Math Departments. See Instructional Assistant III for Pathways.
Instructional Assistant II/STEM Center	Yes	Learning Connection	1	1	Position also requested by Pathways and the Chemistry and Math Departments.
Instructional Assistant II/ ESL lab	Yes	Learning Connection	1	2	Recommend changing to 20H/10M. This is an Instructional Assistant. Perhaps this area could be supported by full-time WRAC Instructional Assistant.
Instructional Assistant III/WRAC	Yes	Learning Connection	1	1	
Instructional Assistant II/Collab. Projects	Yes	Learning Connection	2	1	Per conversation with Dean, this request should have been same as IA III requested by Pathways.
Program Director Learning Connection	Yes	Learning Connection	1	1	
Library					
Library Technician (retirement replacement)	Yes	Library	1	n/a	Remove. Replacing retirement for May 2016.
Classified Staff Overtime for Saturday Hours	No	Library	1	n/a	Remove. Not a position.

Position Title	Classified Professional Request Form	Division/ Unit	Dean or PR Author Prioritization	Classified Senate Prioritization	Additional Information from Classified Senate
Applied Technology and Business					
Laboratory Technician I	Yes	AUTO/BMW	1	1	Recommend changing to 40H/10M. Approved in 2015-2016 on administrator's list as priority 2.
Laboratory Technician I	Yes	AUTO/BMW	1	2	Recommend changing to 20H/10M.
ESYS Lab Technician	Yes	ESYS	1	2	Shared position for ESYS, CNT, CAS, and ENGR.
Instructional Assistant / Graphic Designer	Yes	FIRE	1	3	Campus already has a marketing strategy.
Academy Logistics Coordinator / Laboratory Coordinator	Yes	FIRE	1	3	Could this be categorically funded (Perkins)?
Equipment Technician / Laboratory Technician I	Yes	FIRE	1	3	Could this be categorically funded (Perkins)?
Equipment Technician / Laboratory Technician I	Yes	FIRE	2	3	Could this be categorically funded (Perkins)?
Tool Room Technician	Yes	MTT	1	1	Position also requested by WELD. Shared by both areas. Approved as priority 2 on administrator's list for 2015-2016.
Instructional Assistant II	Yes	Online Learning	1	1	
Professional Expert	Yes	WELD	1	n/a	CP confirmed this is in fact a request for a professional expert.
Tool Room Technician	Yes	WELD	1	1	Position also requested by MTT. Shared by both areas. Approved as priority 2 on administrator's list for 2015-2016.
Arts, Humanities, and Social Sciences					
Instructional Assistant I	Yes	ARCH & INTD	1	2	Position also requested by ARCH, ART, DIGM, Graphic Design, INTD, and PHOT. Shared by all areas. Prioritize Lab Technicians over Instructional Assistants.
Laboratory Technician I	Yes	ARCH & INTD	1	1	Position also requested by ARCH, ART, DIGM, Graphic Design, INTD, and PHOT. Shared by all areas.
Instructional Assistant	Yes	ART	1	2	Position also requested by ARCH, ART, DIGM, Graphic Design, INTD, and PHOT. Shared by all areas. Prioritize Lab Technicians over Instructional Assistants.
Lab Technician	Yes	ART	1	1	Position also requested by ARCH, ART, DIGM, Graphic Design, INTD, and PHOT. Shared by all areas.
Instructional Assistant I	Yes	DM	2	2	Position also requested by ARCH, ART, DIGM, Graphic Design, INTD, and PHOT. Shared by all areas. Prioritize Lab Technicians over Instructional Assistants.
Laboratory Technician I	Yes	DM	2	1	Position also requested by ARCH, ART, DIGM, Graphic Design, INTD, and PHOT. Shared by all areas.
Professional Development Coordinator	Yes	ECD	1	2	
Early Childhood Specialist	Yes	ECD Lab	2	1	70 % grant funded. Restoration of position.
Early Childhood Specialist	Yes	ECD Lab	2	1	70 % grant funded. Restoration of position.
Early Childhood Specialist	Yes	ECD Lab	2	1	70 % grant funded. Restoration of position.
Instructional Assistant/Lab Systems Administrator	Yes	GEOG	1	3	
Radio Station Instructional Assistant	Yes	MCOM	1	1	
Radio Broadcasting Cablecasting Technician	Yes	MCOM	n/a	n/a	CP confirmed this is a duplicate request of Radio Station Instructional Assistant (above).

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Accompanist	Yes	MUS	1	1	
Instructional Computer Laboratory Specialist	Yes	MURT	2	2	
Instructional Assistant	Yes	PHOT	1	2	Position also requested by ARCH, ART, DIGM, Graphic Design, INTD, and PHOT. Shared by all areas. Prioritize Lab Technicians over Instructional Assistants.
Lab Technician	Yes	PHOT	1	1	Position also requested by ARCH, ART, DIGM, Graphic Design, INTD, and PHOT. Shared by all areas.
Performing Arts Outreach Specialist	Yes	THTR	(no prior. provided)	3	
Set Designer	No	THTR	1	n/a	Professional expert position.
Costume Designer	No	THTR	1	n/a	Professional expert position.
Lighting Designer	No	THTR	1	n/a	Professional expert position.
Sound Designer	No	THTR	1	n/a	Professional expert position.
Props Designer	No	THTR	3	n/a	Professional expert position.
House Manager	No	THTR	1	n/a	Professional expert position.
Photographer	No	THTR	1	n/a	Professional expert position.
Assistant Builder/Scenic Artist	No	THTR	2	n/a	Professional expert position.
Videographer	No	THTR	3	n/a	Professional expert position.
Fight Choreographer	No	THTR	3	n/a	Professional expert position.
Dance Choreographer	No	THTR	3	n/a	Professional expert position.
Vocal Director	No	THTR	3	n/a	Professional expert position.
Sound Equipment Consultant	No	THTR	1	n/a	Professional expert position.
Stage Technician PAC	Yes	PAC	(no prior. provided)	3	Confirmed with GH that position is a new request for 2016-2017. Last year's request has been posted.
Box Office/Audience Services Specialist	Yes	PAC	(no prior. provided)	2	
Operation Coordinator	Yes	PAC	(no prior. provided)	1	Approved as priority 2 on administrator's list for 2015-2016.
TV Studio Manager (Reclass)	Yes	TV Studio	1	1 (reclass)	Support reclassification of this position. Approved as priority 2 on administrator's list for 2015-2016.
TV Production Specialist	Yes	TV Studio	(no prior. provided)	1	Approved as priority 2 on administrator's list for 2015-2016.
Graphics and Marketing	No	TV Studio	1	n/a	Professional expert position.

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TV Technical Engineer	No	TV Studio	1	n/a	Professional expert position.
Language Arts					
Change It Now!	No	CIN	1	3	
Instructional Assistant III	Yes	ENGL	1	1	Position also requested by Learning Connection.
Assessment Coordinator	Yes	ENGL	1	3	
ESL Instructional Assistant	Yes	ENGL	1	2	Position also requested by Learning Connection.
Math and Science					
Laboratory Technician - I	Yes	Astronomy	1	1	Position also requested by Physics. Shared by both areas.
Evening Laboratory Technician IV	Yes	Chemistry	1	1	Recommend increasing position to 20 hrs/wk.
STEM Center Director	Yes	Chemistry	1	n/a	Remove. RT confirmed with Dean this is an administrator position.
Administrative Assistant II	Yes	Chemistry	1	3	Position also requested by Pathways, Learning Connection and Math Department. Prioritize the two Instructional Assistants and Director.
Instructional Assistant III	Yes	Chemistry	1	1	Position also requested by Pathways, Learning Connection and Chemistry Department.
Instructional Assistant II	Yes	Chemistry	1	1	Position also requested by Pathways, Learning Connection and Chemistry Department.
STEM Center Director	Yes	Math	1	n/a	Remove. RT confirmed with Dean this is an administrator position.
Administrative Assistant II	Yes	Math	1	3	Position also requested by Pathways, Learning Connection and Chemistry Department. Prioritize the two Instructional Assistants and Director.
Instructional Assistant III	Yes	Math	1	1	Position also requested by Pathways, Learning Connection and Chemistry Department.
Instructional Assistant II	Yes	Math	2	1	Position also requested by Pathways, Learning Connection and Chemistry Department.
Laboratory Technician - I	Yes	Physics	1	1	Position also requested by Astronomy. Shared by both areas.
Grant Development					
Grant Developer/Writer	Yes	Grant Development	1	n/a	Remove. Posted.
Administrative Assistant	Yes	Grant Development	1	2	Approved through 2015-2016 prioritization process as shared position with Office of Development.
Office of Institutional Research					
Research Analyst	Yes	Institutional Research	1	1	Approved as priority 2 on administrator's list for 2015-2016.
Admissions & Records					
Admissions & Records Asst. II	Yes	Admissions and Records	2	1	
Transcript Evaluator	Yes	Admissions and Records	1	n/a	Remove. Non-general fund.

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A & R Admin Asst. I	Yes	Admissions and Records	2	3	
International Admissions Specialist	Yes	International Students	1	1	
Veterans Program Coordinator	Yes	Veterans Services	1	n/a	Remove. Non-general fund.
Counseling					
Career/Transfer/Employment Center Coordinator	Yes	Career Transfer Center	1	n/a	Remove. Non-general fund.
Counseling Assistant II (support center's physical center)	Yes	Career Transfer Center	2	n/a	Remove. Non-general fund.
Counseling Assistant II (support center's presence virtually)	Yes	Career Transfer Center	2	n/a	Remove. Non-general fund.
Medical Assistant (6 hr position)	Yes	Student Health Center	2	n/a	Too few hours for permanent staff. Could this be filled by combining needs with other area to bring to 0.5 FTE?
Counselor Assistant II	Yes	SSSP	1	n/a	Remove. Non-general fund.
Counselor Assistant II	Yes	SSSP	1	n/a	Remove. Non-general fund.
Counselor Assistant II	Yes	SSSP	1	n/a	Remove. Non-general fund.
Counselor Assistant II (Probation)	Yes	SSSP	1	n/a	Remove. Non-general fund.
Degree Works Coordinator	Yes	SSSP	1	n/a	Remove. Non-general fund.
Incoming Transcript Evaluator	Yes	SSSP	(no prior. provided)	n/a	Remove. Non-general fund.
Student Assistant/Peer Advisors Coordinator	Yes	SSSP	1	n/a	Remove. Non-general fund.
Student Senate Operations Coordinator	Yes	Student Life	(no prior. provided)	3	
Financial Aid					
Financial Aid Advisor I	Yes	Financial Aid	2	2	
Financial Aid Advisor II	Yes	Financial Aid	1	1	Approved as priority 2 on administrator's list for 2015-2016.
Financial Aid Outreach & Communications	Yes	Financial Aid	1	3	
Administrative Assistant	Yes	Financial Aid	3	3	
Special Programs					
DSPS Director	Yes	DSPS	1	n/a	Remove. Non-general fund.
DSPS Lab Specialist	Yes	DSPS	2	n/a	Remove. Non-general fund.