

NON-CMS CLASSIFIED POSITIONS PRIORITIZATION PROCESS
For 2016-17 School Year Staffing

This process is in place to identify and prioritize non-CMS classified positions for staffing considerations regarding the 2016-17 school year. These positions are “new” positions which are not currently budgeted, and would be considered growth positions. A three tier prioritization process will be applied to positions funded through unrestricted funds. Positions supported through restricted funds will be prioritized within their own Divisions/Areas.

Requested positions should currently exist as a position within the classified bargaining unit inventory. If they do not currently exist, they must go through the classification process prior to funding being allotted. Ideally, the classification process for newly developed positions should take place in the fall or early spring semesters. If the new position is not funded, at least the work has been done for future consideration.

Process

○ **Tier 1 – Review of 2015-16 prioritization list and funding results**

Rank	Position	Division/Area	Score	Comments
1	Clerical III	HR/Risk Management	420	Funded
2	Cashier	Business	400	Funded
3 tie	Technical Analyst	Business	389	Funded
3 tie	Administrative Assistant	Institutional Advancement	389	Funded (As part of foundation reorganization)
4	Custodian I	Facilities	370	Funded
5	Clerical III (Learning Center)	Academic Affairs	350	Funded
6	Technical Analyst	Information Technology	345	Funded
7	Network Engineer	Information Technology	344	Replacement fill vs. new position
8	Automotive Equipment Mech. Asst.	Facilities	339	Funded
9	Employment Outreach Spec.	Student Services	331	Not Funded
10	Grounds Maintenance Worker	Facilities	313	Not Funded
11	Sound Engineer	Business/Auxiliary	308	Not Funded
12	Clerical III (Athletics)	Academic Affairs	299	Not Funded
13	Clerical III (Language Arts)	Academic Affairs	288	Not Funded
14	20% Coord. Deaf Services	Student Services	285	20% Funded as Indicated

- **Tier 2** - Division/Areas identify their non-CMS classified staffing needs AND do the initial prioritization for the 2016-17 fiscal year. Part of this review should take into account the prior years identified staffing needs. Each Division/Area will submit their highest

priority positions, in order of ranking, to the HR Subgroup committee. The number of proposed positions, or FTE, will be limited depending on the size of the Division/Area.

TABLE 1	
Division/Area	Unrestricted Funding Source
Academic Affairs	3 Positions
Student Services	3 Positions
Business Services	3 Positions
Facilities Services	3 Positions
Information Technology Services	2 Positions
Institutional Advancement	1 Position
Human Resources	1 Position
Institutional Research	1 Position
Media and Public Information	1 Position

Reminder: The Palmdale Center is scheduled to open in the fall of 2016. Additional staffing will be added to support the opening and on-going needs of that facility.

Each identified position should include a justification with the following components:

1. Summary of need for the position,
 2. Identified support for the position in applicable Program Review, identified outcomes, significant staffing changes in Division/Area, etc. Please be sure and reference the location in the applicable plan.
 3. Approximate cost of the position
 4. Assigned ranking by Division/Area.
 - **IMPORTANT: Please review your current positions funded through restricted funds. If the funding for a particular position is ending, this needs to be addressed as one of your considerations for unrestricted funding if you would like to continue with the position. If the position is to be eliminated we would need to consider a layoff of that position.**
 5. An opportunity for the committee to learn more about the requested positions will be provided. A representative from each Division/Area may present a brief explanation regarding the requested positions and the rationale beyond the requests. This is not a formal presentation, but rather an informal opportunity for the committee to receive information and ask clarifying questions. No formal presentation will be permitted.
- **Tier 3** - HR Subgroup will meet to apply rubric criteria to unrestricted fund positions to further prioritize

Timeline

- **September 22** – Orientation at Administrative Council regarding the tentative process.
- **September 28** – Orientation at Executive Council
- **November 2** – Division/Area priority lists due to HR Subgroup Committee by the end of business.
- **November 5** – HR Subgroup Committee will hear justifications.
- **November 9 thru 16** – HR Subgroup will apply rubric criteria
- **November 19** – HR Subgroup finalizes prioritization list
- **December 9** – budget Committee
- **December 16** – Strategic Planning Committee