

2016-2017 Program Review **Classified Staffing Requests**

Area	Division	Program	Position	Type	Description	Cost Est.	Request Type	Req in Prev Yrs	Yrs Requested	Priority				Notes
										Prog	VP	Comm	ET	
BAS	BAS	Facilities, Maintenance & Operations (FMO)	Custodian	FT	Provide additional services for the increased square footage.	95,000	New	Yes	2011	1	3	1	1	Pending Fund 111 budget enhancement/capacity
SA	Stdnt Srv	Financial Aid	Financial Aid Specialist/Bilingual	FT	Processing financial aid applications and provide essential financial aid services in Spanish.	81,270	New	Yes	All years since program review was initiated.	3	3	2	2	Pending Fund 111 budget enhancement/capacity
SA	Stdnt Srv	EAC	EAC Interpreter/Coordinator	FT	Facilitate interpreting services for hearing impaired students	60,000	New	Yes	2012, 2016	1	1	3	3	Pending Fund 111 budget enhancement/capacity
AA	WED	WED I Division	Office Assistant	FT	Support increased workload in Division and bring up to staffing level of other Division offices.	80,000	New	No		2	7	4	4	Strong work force
AA	Engl/Math	Library	Library Assistant (11 month, SP/VC split position)	FT	Need for a 40% VCSP / 60% VC Library Asst. This replacement position is needed because last year these funds were unilaterally moved from the Library to the BEACH outside of the program review process leaving the Library with one less classified staff and presently no regular library staffing present at VCSP to serve student needs.	51,874	Replacement	Yes	2015-2016 (LIBR-1609)	1	8	5	5	Restoring two classified library positions back to 12 months an ILT and a library assistant
AA	WED	Nursing Science	Administrative Assistant	FT	One classified staff position cannot support the 160 CNA and 210 ADN students and the complicated admission and ongoing procedures and BRN requirements necessary to run the nursing, certified nurse assistant & home health aide program.	47,560	Replacement	Yes	2013, 2014, 2015, 2016	1	4	6	6	Pending Fund 111 budget enhancement/capacity
BAS	BAS	Facilities, Maintenance & Operations (FMO)	Maintenance Worker 2	FT	Maintenance helper for other trades	100,000	New	Yes	2015-2016	4	7	7	7	Pending Fund 111 budget enhancement/capacity
BAS	BAS	Facilities, Maintenance & Operations (FMO)	Clerical Assistant	FT	Change 40% PT to 60% PT	30,000	Replacement	Yes	2014	2	1	8	8	Pending Fund 111 budget enhancement/capacity
AA	Engl/Math	Learning Resource Center	Instructional Lab Technician 1	PT	12 months, 40% - Learning Resources as a floater for all LRC programs (Beach, Tutoring Center, Santa Paula)	17,500	New	Yes	2015-2016	2	1	9	9	Pending Fund 111 budget enhancement/capacity

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SA	Stdnt Srv	Assessment & Matriculation	Office Assistant	FT	Assist with clerical duties; Serve as Front line liaison in checking-in students, answering phones, distributing test scores, and leading student assistants	55,000	New	No		1	4			Reference to VCU572 change from 60% -100%; ? Funding \$
SA	Stdnt Srv	FYE	Matriculation Specialist II	FT	In order to have our Matriculation Specialist I be able to do outreach, most important off campus. Vital to our program.	91,583	New	No		1	9			May be in progress for A&R; ? Funding Equity?
AA	WED	Emergency Medical Technician/Paramedic	Admin Assistant	PT	Administrative assistant is retiring and will need to fill this position		Replacement	No		3				Replaced B. Cogert
AA	WED	WED I Division	Instructional Lab Techs - Diesel and Automotive	FT	Support the new Diesel Mechanics program and the Automotive program	160,000	New	No		1				Strong work force funded
AA	WED	Diesel Mechanics	Instructional Laboratory Technician	FT	Assist instructor in the laboratory, work with students in the laboratory. As well as, maintain the laboratory, the equipment and order supplies.		New	No		1				Strong work force funded
SA	Stdnt Srv	Career Center	Job Developer	FT	Job Developer to provide comprehensive employment-related opportunities through direct placement and networking with industry.	50,000	New	Yes	2012, 2013, 2014, 2015	1	1			Strong work force funded
AA	WED	WED I Division	Matriculation Specialist II	FT	Outreach to high school students	80,000	New	No		4				Strong work force funding
AA	WED	Emergency Medical Technician/Paramedic	Admin Assistant	FT	Increase current 12 month 50% position to full-time to assist the EMT and Paramedic programs.	40,000	New	Yes	20,142,015	2				
AA	WED	Criminal Justice	Administrative Assistant	PT	Intern Coordinatoor	7,500	New	No		1				
AA	WED	Business	Administrative Assistant for the WED Internship Programs	PT	Administrative Assistant for the WED Internship Programs	40,000	New	No		1				
BAS	BAS	Facilities, Maintenance & Operations (FMO)	Architectural Associate	FT	Provide architecture analysis and designs for college projects. Complete the conversion of all prior construction drawings and as-builts (paper/CAD) into a common building information system.	125,000	New	No		5	6			
SA	Stdnt Srv	Financial Aid	Assistant Financial Aid Officer	FT	Assist the financial aid officer with the day-to-day operations of the financial aid office. Provide supervision and represent officer when absent.	97,975	New	No		2				
AA	HED, Perf Art	Athletics	Campus Housing Coordinator	PT	work in combination with student services	40,000	New	Yes	2016	2	9			

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AA	BSS, Vis Arts	BSS, Vis Arts Division	Classified Kiln Operator	PT	Kiln Operator position was reduced during economic crisis when we eliminated summer programs. We now need to bring this position back to support summer courses. We already pay for this with provisional funds. So no additional cost to budget is added.			Yes	For the last 4 years.	2				
AA	BSS, Vis Arts	Philosophy	Classified staff for the Division of Art, Modern Languages, Social and Behavioral Sciences, and Distance Education	FT	Due the intense demands of this division an additional classified staff position is warranted at this time	100,000	New	Yes	2015	1				
AA	WED	Nursing Science	Clerical Assistant	PT	To collect and manage nursing data required for accreditation mandatory reporting. Collect & manage data for accreditation & BRN approval (ATI has > 1,000 students to track alone)	15,021	Replacement	Yes	2015, 2016	3				
AA	BSS, Vis Arts	Sociology	Clerical position for social sciences	FT	There needs to be an additional clerical employee to assist with our large and diverse division.	60,000	Replacement	Yes	2015	1				
AA	BSS, Vis Arts	Human Services	Clerical position for the Division of Art, Modern Languages, Social and Behavioral Sciences and Distance Education	FT	To assist the Division with all of it required operations	60,000	Replacement	Yes	2015	1				
AA	WED	Nursing Science	Clinical Simulation Specialist	FT	Facilitate learning, use and maintenance of patient care simulators and other technology-based models; provide expertise in use of patient care simulators to orient new faculty; program and operate the patient care simulator (Delayed retirement)	55,000	Replacement	No		2				
BAS	BAS	VP BAS Office	College Programmer - Secondary Systems	FT	Working with the Vice President, develops and maintains databases to create college specific integrated applications including: enrollment management, program review information system; buildings information system; detailed budget reporting; etc.	110,000	New	No		2	8			

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BAS	BAS	VP BAS Office	College Services Supervisor	FT	Provide project management support directly to the FMO division including safety/security and access controls; facilities master planning, inventory controls, projects planning and implementation management, etc.	110,000	New	No		3	9			
SA	Stdnt Srv	FYE	Counseling Assistant	FT	Replacement	89,129	Replacement	No		3	8			
AA	WED	WED II Division	Counselor Assistant	FT	Support matriculation, outreach and successful follow-up of CTE students.	90,000	New	No		1				
AA	BSS, Vis Arts	BSS, Vis Arts Division	Distance Education Director/Assistant Dean or perhaps Supervisor	FT	Director or Assistant Dean to assist the Dean over DE in providing full 40 hour week plus support for Distance Education.	120,000		Yes	Last 5 years	1	3			
AA	BSS, Vis Arts	Political Science	Distance Education Instructional Designer or Technologist	FT	Additional hire of a distance education professional.		New	Yes	2012, 2013, 2014, 2015	1				
AA	HED, Perf Art	Theater Arts	facilitator	PT	Works with Performing Arts faculty	38,000	New	Yes	2015	1				
AA	BSS, Vis Arts	History	Faculty clerical support	PT	Help faculty with preparing data for SLOs and Program Reviews		New	Yes	2012-2013	1				
AA	BSS, Vis Arts	International Studies	Faculty clerical support	PT	Help faculty with preparing data for SLOs and Program Reviews		New	Yes	2012-2013	1				
SA	Stdnt Srv	Financial Aid	Financial Aid Outreach Specialist/Bilingual	FT	Responsible for coordinating and conducting all financial aid outreach sessions including FAFSA/CA Dream Act, loan, SAP, financial literacy, etc.	97,975	New	No		1	5			
AA	OSL	Collegewide	Graphic Designer	FT	VC has recently hired a marketing specialist to assist with college promotion. Much of her time is spent creating flyers and other materials. To compliment her activities, the college needs a graphic designer.	80,000	New Classified Staff	No			2			
AA	Engl/Math	English/Math Division	ILT 1 LRC	PT	40% position for flexibility and sharing between VC & Santa Paula	17,500	New	Yes	2015-2016	2				
AA	Engl/Math	English/Math Division	ILT 1 LRC	PT	40% position for flexibility and sharing between LRC & tutoring and Santa Paula	17,500	New	Yes	2015-2016	1				
AA	WED		ILT 4											
AA	WED	Manufacturing Technology	instructional aid	FT	manufacturing and Welding instructional aid		New	Yes	2015	1				
AA	WED	WED I Division	Instructional Lab Tech - Health Science	FT	Support increased and expanded sections in Nursing an EMT/Paramedic programs	80,000	New	No		3				

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AA	HED, Perf Art	Athletics	Instructional Lab Technician	FT	Replace the 40% PT ITL with a 100% FT ITL. This is needed to provide the appropriate personnel for program management and student - instructor / ITL ratio		New	No	This hiring requests stems from a previously approved PT ITL hiring	1				
SA	Stdnt Srv	Off-Campus Programs	Instructional Lab Technician / Bil (vacant since January 2016)	FT	Urgent request to replace this position to meet student needs and adminster operations of the VCSP Library and Learning Resource Center.	80,000	Replacement	No		2	7			
AA	BSS, Vis Arts	Art	Kiln Operator	PT	Increase to a 90% position to facilitate the popular ceramics program to accommodate increased enrollment including summer and to increase student success.	40,000	Replacement	Yes	2015	1	5			
AA	WED	Drafting	Lab Tech	FT	Lab Tech to serve Drafting, Architecture, Engineering and Manufacturing	60,000	New	Yes	20,142,015	1				
AA	WED	Emergency Medical Technician/Paramedic	Lab Tech	FT	Position will provide support to the EMT/Paramedic and Nursing programs. Tech will maintain equipment/supply inventory, setup and take down of daily instructional scenarios and support faculty with lab/classroom instruction.	80,000	New	Yes	2013, 2014,2015	1				
AA	WED	Nursing Science	Laboratory Technician	PT	Order and maintain skills lab and equipment	15,000	New	Yes	2012, 2013, 2014	4				
AA	Engl/Math	Library	Library Assistant (12 month position, VC)	FT	Need for a replacement Library Asst. Need to reclassify from 11 month to 12 month, day shift position.	55,054	Replacement	Yes	2015-2016 (LIBR-1609)	2				
AA	Engl/Math	Library	Library Assistant (Seasonal, VC)	PT	Lending Library is extremely time-intensive. We need help.	19,080	Replacement	No		4				
AA	Engl/Math	Library	Library Technician (12 month, VC) -- reinstate to a 12 month position. Day shift.	FT	Reinstate the Library Tech to a 12 month, day shift position from its present 11 month, day shift assignment.	5,028	Replacement	Yes	2015-2016 (LIBR-1607)	3				
AA	Engl/Math	Mathematics	math Center coordinator	PT	run the math Center	20,000	Replacement	Yes	2014	1				

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BAS	BAS	IT	Network Engineer	FT	The future of our college and education relies on a stable and fast network. We currently share a network engineer with the entire district. This is a critical role and our campus should have their own/dedicated network technician that can address network issues quickly and become familiar with our network for fine-tuning.	150,000	New	No		1	4			
AA	BSS, Vis Arts	Art	Office. assist											
SA	Stdnt Srv	EOPS	Part Time Seasonal Outreach Specialist	PT	EOPS will apply for funding through college resources to fund a part time seasonal bilingual outreach/recruiter (Student Outreach Specialist) to recruit for EOPS while focusing on male recruitment. This an intervention/recruitment program designed to address the increasing problem of declining college enrollment of minority males. For several years, EOPS has noted a 29% to 32% drop in under-represented males in the program.	10,100	New	Yes	2015	1				
AA	HED, Perf Art	Health/Kin, Perf Arts Division	Performing Arts Assistant/Coordinator	FT	Person to support box office, marketing, and outreach duties and initiatives	120,000	New	No		1	6			
BAS	BAS	VP BAS Office	Programmer	FT	Provide support at the college for developing and maintaining secondary information systems and applications (not the primary district-supported systems).	100,000	New	Yes	2011	1	5			
BAS	BAS	Facilities, Maintenance & Operations (FMO)	Sprinkler Repair Technician	FT	Additional grounds worker and sprinkler repair	95,000	New	Yes	2013-2016	3	2			
AA	HED, Perf Art	Athletics	Strength and Conditioning Specialist	PT	enhance sports performance	40,000	New	Yes	2016	1				
SA	Stdnt Srv	Counseling	Student Services Assistant	PT	Assist Student Services Assistant maintain counselor schedule.	30,000	Replacement	No		1	6			