



*Office of the President*

To: Sebastian Szczebiot, Classified Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Administrative Council  
Date: February 22, 2022  
Re: Classified Professional Priority Hiring Fall 2022

### **Fall 2021 Classified Professional Hiring Plan**

As part of our annual planning and resource allocation process, the Executive Team has reviewed the Classified Prioritization recommendation list developed by the Classified Senate. We have also considered anticipated classified retirements, uncertain State funding allocation, and declining enrollments.

The following positions have been prioritized by the Executive Team with consideration of the Classified Senate recommendations. The nine positions listed have been approved to begin the recruitment process.

1. Student Outreach Specialist (Bilingual) (OUT2101)
2. Senior Accounting Technician (SBO2002)
3. Grounds Worker (FMO2101)
4. VRC Office Assistant (VRC1901)\*
5. Performing Arts Center Assistant (HEA2101)
6. Business Office Assistant (SBO2001)
7. CalWORKs Student Services Assistant (CAL2001)\*
8. Nurse Practitioner for Student Health Center (SHC1901)
9. Professional Development Program Coordinator II (EXT2102)

### **Position Adjustments/Part-Time Hires**

The following requests for adjustments to current positions and part-time hires have been prioritized.

1. Student Health Center Assistant II (two assistants - 11 months to 12 months) (SHC1903)\*
2. Office Assistant (40% position to 100% to support Paramedics/EMT) (PAR1704)\*
3. Part-Time Graphic Designer for CE (CAR2101)\*

\* Categorical funds

Please share this information as appropriate. Thank you for your contributions to the prioritization process.