



Office of the President

To: April Montes, Classified Senate President
 From: Dr. Kim Hoffmans, President
 CC: Executive Team; Administrative Council
 Date: January 30, 2023
 Re: Classified Professional Priority Hiring Fall 2023

Fall 2023 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.

Spring 2023 Hire

The eight positions listed have been approved to begin the recruitment process now and are in no particular priority order.

Position	Reason
1. Mental Health Clinician (SHC2022)*	Position approved through out-of-cycle request and is in the process of being hired.
2. Proctor (LEA2102)	After submission of program review priorities, VC had a resignation of this position which needs to be backfilled.
3. Admissions and Records Technician (ADM2001)	Initiatives (PACE, Dual Enrollment, and more) are time intensive and have required the hiring of provisional employees to meet the demand. This position hire will replace some Provisionals and add stability to A&R.
4. Recruiter/Outreach Bilingual – PT (EOP1905)*	EOPS is categorically funded with available and ongoing funding for this position. This position will support EOPS recruitment through our Outreach Department.
5. Office Assistant Bilingual (EOP2202)*	EOPS is categorically funded with available and ongoing funding for this position.

6. Counseling Services Specialist (OFF2301)*	The position will be filled due to a retirement and reassigned to VCEC.
7. Student Support Specialist (MESA1901)*	VC emphasis on STEM has increased student demand for MESA. The approval of this position involves hiring a full-time position that will replace a different part-time position.
8. Library Assistant (LIB1702)	This need will be met by transferring an existing position that is within the classification and aligning job description duties.

Hire for July 2023 Start

The four positions listed have been approved to begin the recruitment process or adjust current positions for a July 2023 start and are in no particular priority order.

Position	Reason
1. CDC Supervisor (11 months to 12 months) (CHI2201)*	Positions 1, 2, & 3 are approved for hiring with CD center enterprise funding.
2. CDC Assistant (Fill and Increase from 40% to 75%) (CHI2202)*	
3. CDC Associate (75% to 80%) (CHI2203)*	
4. Student Success and Support Specialist I (ADM2003)	Initiatives (PACE, Dual Enrollment, and more) are time intensive and have required the hiring of provisional employees to meet the demand. This position hire will replace some Provisionals and add stability to A&R.

Contingent on Funding

The following positions are highly prioritized. As part of our budget development process, we will be informed of funding levels in our unrestricted operational budget and restricted categorical programs. We will also have more information on position vacancies and retirements. As available funds are identified through the budget process, these positions will be prioritized in order to move forward with hiring.

Position	Reason
1. Academic Data Specialist (IEE1701)	Maintaining Degree Works, entering the schedule, updating curriculum changes in Banner, working on Auto Grad and articulation matters, and other duties are challenging to be completed with current staffing. Assistance is needed to meet job demands.
2. Library Technician VCEC (LIB1706/OFF1703)	VCEC lacks adequate support for the Library and LRC. This position is needed to support students with these services.
3. Assistant Financial Aid Officer (FA1713)*	Assistant FA Officer was approved a few years ago and never hired. A job description has been developed in conjunction with HR. This position is necessary to meet our student needs for FA.

Positions approved in last year's Program Review cycle

Position
1. Performing Arts Center Assistant (HEA2101)
2. Grounds Maintenance Worker (FMO1704)
3. Senior Accounting Technician (SBO2002)
4. Office Assistant (VRC1901)*

* Categorical funds

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