



Office of the President

To: April Montes, Classified Senate President  
 From: Dr. Kim Hoffmans, President  
 CC: Executive Team; Administrative Council  
 Date: February 22, 2023  
 Re: Classified Professional Priority Hiring Fall 2023 Update

**Fall 2023 Classified Professional Hiring Plan**

As an update to the Classified Prioritization recommendations, the Academic Data Specialist and Library Technician positions that were previously prioritized by the Executive Team as contingent on funding have been approved and funded for hire. We continue to explore funding options for the Assistant Financial Aid Officer. In addition, a position previously approved for a July start is now prioritized for immediate hire.

**Previously Approved Contingent on Funding, Now Approved for Immediate Hire**

The following positions are highly prioritized. Funds have been identified through the budget process 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.

\* Categorical funds

**Previously Approved for July 2023, Now Approved for Immediate Hire**

The position listed has been approved to begin the recruitment process.

<b>Position</b>	<b>Reason</b>
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.

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