

# CLASSIFIED & ADMINISTRATIVE POSITION REQUEST: 2024-2025

## THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY REQUEST

Please note the following deadlines when submitting your Classified and Administrative Position Request

**November 6, 2024:** Final day to submit Cost Calculations (Section 6) requests to College Administrative Services Technician

**November 13, 2024:** Request due to Division Dean with College Administrative Services Technician Signature

**November 20, 2024:** Request Presented at Division Meeting

**November 21, 2024:** Request due to Administrative Office by **5:00pm. with Division Dean and Vice President signatures send via email to Titian Lish - [tlish@laspositascollege.edu](mailto:tlish@laspositascollege.edu)**

### Process

- Submit a complete form with all sections complete and a job description attached.
- RAC will prioritize submissions based on criteria outlined in the rubric below;
  - The committee may chose not to score incomplete requests.
- RAC will make hiring recommendations to the College President, who will make hiring decision thereafter.

**Please Do Not Submit this Page**

### Scoring Rubric

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
<b>Program Need</b> (10 points) [Section 1]	Clear and compelling evidence/data supporting a need for this position and/or suggesting strong impact on students or program(s).	Clear evidence/data supporting a need for this position and/or suggesting impact on students or program(s).	Limited evidence/ data supporting a need for this position and/or suggesting limited impact on students or program(s).
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Student Learning &amp; Success</b> (10 points) [Section 2]	Clear and compelling evidence that this position will widely contribute to and/or support student learning and success in support of college accreditation standards.	Clear evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.	Limited evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Mission and Planning Priorities</b> (10 points) [Section 3]	Clear and compelling evidence that this position strongly supports the College Mission and/or Planning Priorities.	Clear evidence that this position supports the College Mission and/or Planning Priorities.	Limited evidence that this position supports the College Mission and/or Planning Priorities.
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Program Outcomes, Initiatives and Plans</b> (10 points) [Section 4]	Clear and compelling evidence that this position will support the program above and beyond current capability.	Clear evidence that this position will support the program above and beyond current capability.	Position provides little or no impact on the program above and beyond current capacity.
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Safety</b> (3 points) [Section 5]	This position will greatly enhance campus or program safety.	This position will enhance campus or program safety.	This position has negligible or no impact on campus or program safety.
<b>Ranking Scale</b>	<b>3</b>	<b>1-2</b>	<b>0</b>

# Classified and Administrative Position Request Checklist

This checklist is your cover page to your request (pages 3-9)

**NOTE: Non-Instructional Position Requests are required for Classified and Administrative positions only**  
Incomplete forms will be returned.

✓	Action Item	Action Required
	Review Purpose	<p>Submission of the following request to the Resource Allocation Committee (RAC) is required for the following:</p> <ol style="list-style-type: none"> <li>1.Requesting a new position;</li> <li>2.Requesting increased hours for an existing position;</li> <li>3.Informing the committee of the intent to hire a temporary grant-funded position.</li> </ol> <p>Non-Instruction position requests are <b>not</b> required for:</p> <ol style="list-style-type: none"> <li>1.Temporary positions supported by general funds;</li> <li>2.Positions currently funded, but vacant for less than 24 months;</li> <li>3.Approved positions, but with a failed search. Approval is extended for 12 months only.</li> </ol>
	Section 6: Costs	<p>Costs associated with this position request must be calculated by College Administrative Services Technician, Sharon Davidson before submitting to your Division Dean.</p> <ul style="list-style-type: none"> <li>• Calculation requests must be made no later than November 6 to meet November 13 deadline for Division Dean submittal</li> <li>• Send requests via email to <a href="#">Sui Song</a></li> </ul>
	Division Dean Signature	The Division Dean will review the Classified & Administrative Position request form for completion and confirm job description is attached.
	Vice President Signature	The Vice President will review the Classified & Administrative Position request form for completion, and required signatures.
	College Administrative Services Technician	The College Administrative Services Technician will verify the Classified & Administrative Position request form Section 6: Costs, and forward for scanning.

# CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

## 2024-2025

Internal Use

#: 2025-

**Requester Name:** \_\_\_\_\_ **Division Name:** \_\_\_\_\_

### SUMMARY INFORMATION

**Title of Position Being Requested:** (Note: Please also attach a current or proposed district [job description](#))

**Position Will Reside in Division/Unit:**

**Indicate To Whom this Would Report:**

**Indicate if this position or a similar position has been presented to RAC previously and in what years:**

**The position is:**

☐ **New**

Number of Hours per Week: \_\_\_\_\_

Number of Months per Year: \_\_\_\_\_

☐ **Increase for an existing funded position**

**From:** ☐ 9 ☐ 10 ☐ 11 Months

**To:** ☐ 10 ☐ 11 ☐ 12 Months

**OR** From: \_\_\_\_\_ % to \_\_\_\_\_ %

**Name of Person Currently Holding Position:** \_\_\_\_\_

☐ **New Categorically funded position (information only; position not ranked)**

**Number of Hours per Week:** \_\_\_\_\_

**Number of Months per Year:** \_\_\_\_\_

## **SECTION 1: PROGRAM NEED**

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**What key responsibilities would this person assume?**

**List other Personnel in the Unit (i.e. with shared or similar responsibilities):**

## **SECTION 1: PROGRAM NEED (contd)**

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**Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.**

**And/or provide additional information supporting a need for this position and resulting impact on students or program:**

## **SECTION 2: STUDENT LEARNING AND SUCCESS**

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**Explain how this position will contribute to and/or support student learning and success:**

**Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:**

### **SECTION 3: LPC MISSION AND PLANNING PRIORITIES**

#### **LPC MISSION STATEMENT:**

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

#### **LPC PLANNING PRIORITIES:**

- Implement the integration of all ACCJC standards throughout campus structure and processes.
- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus

**Indicate how this position supports the College's mission and/or planning priorities:**

## **SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS**

**Please check one.**

- ☐ This need was described explicitly in a Program Review (Year\_\_\_\_\_).
- ☐ This need was implied in a Program Review (Year\_\_\_\_\_).
- ☐ This need was not included in a Program Review, but has become a need since that time.

**Explain, including language from Program Review (if available):**



## **SECTION 5: SAFETY (if applicable)**

**Explain how this position will improve safety on campus or within your unit:**

## **SECTION 6: COSTS\***

**Estimated Increase or Proposed Annual Salary Cost:** \$ \_\_\_\_\_

**Estimated Benefits Cost:** \$ \_\_\_\_\_

**Total Cost for Position:** \$ \_\_\_\_\_

**NOTE:** Full Time = 20-40 hours per week or 50% - 100%  
Regular Hourly = 18 hours or less per week (<50%)

*For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services email to [SDavidson@laspositascollege.edu](mailto:SDavidson@laspositascollege.edu)*

## **SECTION 7: SIGNATURES**

**Requester**



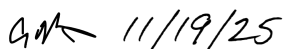
11/03/2025

Date - *click for drop-down*

**Administrative Services Technician**

Date - *click for drop-down*

**Division Dean**

 11/19/25

Date - *click for drop-down*

**Vice President**



12/03/25

Date - *click for drop-down*