CLASSIFIED & ADMINISTRATIVE POSITION REQUEST: 2025-2026

THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY REQUEST

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
Program Need *(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).
Ranking Scale	**8-10**	**4-7**	**0-3**
Student Learning & Success *(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.
Ranking Scale	**8-10**	**4-7**	**0-3**
Mission and Planning Priorities *(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.
Ranking Scale	**8-10**	**4-7**	**0-3**
Program Outcomes, Initiatives and Plans *(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.
Ranking Scale	**8-10**	**4-7**	**0-3**
Safety and/or Organizational Effectiveness *(3 points)* **[Section 5]**	This position will greatly enhance campus or program safety and/or organizational effectiveness.	This position will enhance campus or program safety and/or organizational effectiveness.	This position has negligible or no impact on campus or program safety and/or organizational effectiveness.
Ranking Scale	**3**	**1-2**	**0**

Classified and Administrative Position Request Checklist

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

Incomplete forms will be returned.

✓	Action Item	Action Required
	Review Purpose	Submission of the following request to the Resource Allocation Committee (RAC) is required for the following: 1. Requesting a new position; 2. Requesting increased hours for an existing position; 3. Informing the committee of the intent to hire a temporary grant-funded position. Non-Instruction position requests are **not** required for: 1. Temporary positions supported by general funds; 2. Positions currently funded, but vacant for less than 24 months; 3. Approved positions, but with a failed search. Approval is extended for 12 months only.
	Section 6: Costs	Costs associated with this position request must be calculated by College Administrative Services Technician, Sharon Davidson before submitting to your Division Dean. • Calculation requests must be made no later than November 5 to meet November 12 deadline for Division Dean submittal • Send requests via email to Sui Song
	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
2025-2026

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

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)

Provide a historical perspective of changing demands on the unit over the past 3-5 years. (Refer to your program review section related to human resources.) You may use narrative or relevant data.

Provide additional information supporting a need for this position and resulting impact on students or program:

SECTION 2: STUDENT LEARNING AND SUCCESS

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:
- **Equity:** 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.
- **Student Success:** 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.
- **Health and Wellness:** Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

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 and/or ORGANIZATIONAL EFFECTIVENESS

Explain how this position will improve safety and/or organizational effectiveness on campus or within your unit:

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost: $ _____

Estimated Benefits Cost: $ _____

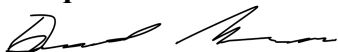**Total Cost for Position:** $ _____

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 SSong@laspositascollege.edu

SECTION 7:   SIGNATURES

Requester

Date - *click for drop-down*

Division Dean

11/19/25

Date - *click for drop-down*

Administrative Services Technician

Date - *click for drop-down*

Vice President

Nan Ho   12/03/25

Date - *click for drop-down*