



Non-Instructional Position Request Form  
2014-2015

Range 28

Position Request #10

Division/ Unit: Behavioral Sciences, Business & Athletics

Position Classification Requested: Administrative Assistant I

Please indicate if this is a request for / to:

Fill a currently vacant position (Must attach District job description; see Sharon Davidson for assistance)

Increase of an existing position (Must attach District job description; see Sharon Davidson for assistance):

from:  9,  10,  11 month to:  10,  11,  12 month

from: \_\_\_ % to: %\_\_\_

New position (Must attach proposed job description):

# of 40 hours per week, # of 12 months per year

For accurate figures in the box below, requestor must see Sharon Davidson (ext. 1632).

Estimate Increase/ Proposed Annual Salary Cost: (assume step 1 for vacant position)	\$ 38,912.00	<b>**NOTE**</b> Full time – 20 (50%) to 40 (1.00%) hours per week Regular Hourly – 18 (50%) hours or less per week
Estimate Benefits Cost: (50% of salary)	\$ 19,456.00	
<b>Total Cost for Position:</b>	<b>\$ 58,368.00</b>	

SD 10/21/14

Justification:

Why is this position necessary?

Las Positas College had four Academic Services Divisions prior to Summer 2012. In spring 2012, three staff assistant positions were removed and the college consolidated from four divisions down to three as a cost savings measure. The Academic Services divisions have tried to manage with only three Divisions (ALSS, BSBA, and STEMPS), three Deans, and three Administrative Assistant II positions since that time. However, the size of the divisions, the breadth of the disciplines, the number of personnel, and the number of students served are excessive and cannot be administered in the three division format.

Currently, the Administrative Assistant II classified employees have to process all Personnel Action Forms for all full time and part time hires. In the hiring process they serve human resource functions administering Oaths of Allegiance, processing federal I-9 and W-4 paperwork along with all other documentation, including at times the entire equivalency process. In the BSBA division the Administrative Assistant II processes all student athletic eligibility paperwork on a weekly basis; in ALSS the Administrative Assistant II helps manage Art Gallery and fields performing arts venue questions and helps resolve facilities issues in the Mertes Center as well as community needs. In STEMPS the Administrative Assistant II works on lecture series, advisory boards, division meeting minutes, CTE contracts, etc...

Together the three academic services divisions employ 93 Full Time Faculty, 37 Classified Professionals, and over 500 Part Time Faculty. An additional Administrative Assistant I position is necessary because the current size and breadth of the Academic Services Divisions is unmanageable.

What educational programs or institutional purposes does this position support? How does the request relate specifically to your Program Review, the College's Strategic Plan, and Accreditation Recommendations?

Additional Administrative support for division academic services offices was requested and outlined for ALSS, BSBA and STEMPS in the three Administrative Unit Program Reviews provided to the Vice President's office this past academic year.

Academic Services serves 72 different disciplines. The Administrative Assistant I will carry out all communication/outreach duties. Duties will also include: perform a wide variety of responsible and confidential administrative, secretarial, and clerical duties for an assigned area; relieve supervisor of administrative work including investigating and answering concerns and questions by faculty, staff and students, and providing assistance in resolving operational and administration problems. The administrative assistant will screen office

and telephone calls, respond to complaints and sensitive requests for information and assistance, provide information and assistance, research information and assist the public and other District staff in interpreting and applying regulations, procedures, systems and precedents relating to assigned responsibilities. The administrative assistant will screen, sort and distribute mail; and respond to routine correspondence, maintain a calendar of activities, meetings and various events for the assigned staff, coordinate activities with other offices, students, the public and outside agencies, and will coordinate and process staff travel arrangements. In addition,

- The assistant types and proofreads a wide variety of reports, letters, memoranda, correspondence and statistical charts, type from rough draft, verbal instruction or transcription machine and independently composes correspondence related to assigned area of responsibility.
- The assistant utilizes various computer applications and software packages, enters, modifies, and retrieves moderate to complex data using campus computer systems, generates reports from a database or network system, creates documents using word processing software.
- The administrative assistant verifies and reviews materials, applications, records and reports for completeness and compliance with established regulations and procedures, applies applicable policies and procedures in determining completeness of applications, records and reports, and collects and processes appropriate information.
- The assistant performs administrative duties within the clerical support system, assists in preparing reports, preparing agendas for and minutes of meetings, compiles annual budget requests, processes expenditure requests for designated accounts, and monitors approved budget accounts.
- The assistant collects and compiles information, data, and background materials from various sources on a variety of specialized topics related to programs administered by the position or by management staff and prepares reports which present data.
- The assistant prepares and revises various operating procedures, rules, and regulations upon request, develops and revises office forms and report format, initiates, organizes and maintains complex filing systems and records.

***Where will the individual work? To whom will the person report? Are there any special equipment/ facilities needs not already budgeted?***

The Administrative Assistant I will report to the Dean of ALSS, BSBA, STEMPS and a newly created division when the division is restored. (See separate staffing proposal)

***What is the consequence of not funding the position?***

Currently, there is inadequate support to the faculty, staff, and students in the Academic Services divisions. There are excessive gaps in support and delays in processing of critical paperwork. The Academic Services divisions are already overloaded and unable to provide the level of excellence that is necessary for the success of our faculty, staff, and students. The loss of the four staff assistants in 2012 has distributed the work of four individuals on to the current three Administrative Assistant II who cannot adequately handle their workload and the work of the other assistant and that of the missing division dean and admins.

Consequences of not funding these positions could result in a shutdown of division offices when any Administrative Assistant is sick, on vacation, or suffers from burnout, or when we experience a back log paperwork and mistakes are made due to fatigue.

***What alternative approaches have been considered in meeting the programmatic demands of this request?***

Currently, one division has a student worker who helps out minimally with a few duties. A student worker does not have access to administrative software systems such as Banner or Contribute, which are two key programs that are necessary to the daily functioning of a division office. Each division requires full time staffing and assistance to provide the necessary coverage and fulfill all divisional responsibilities.

***How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?*** With an additional Administrative Assistant I, there will be better coverage in the Division Office.

Such as faculty, staff and students will be able to drop off and pick up paperwork, paperwork will be processed in a timely manner and phones and emails will be answered. Most importantly, the additional work completed by the assistant(s) will allow the deans and Administrative Assistant II employees sufficient time for quality work and support of the division as a whole,

*What other personnel currently provide support to this program and these students?*

Currently, there is minimal to no support for Administrative Assistant II's. Carmen McCauley in the Office of Academic Services has stepped in when needed to help assist within the divisions in emergencies. Without her occasional assistance when able, our division offices are left without support for students, staff, faculty or community members when our Administrative Assistant II's are on vacation, serve on a committee, are sick or carry out other campus duties.

**Signatures:**

  
Requestor

  
Dean/ Unit Administrator

  
Vice President

**Completed requests are due to your division Dean by the end of business on October 13. After review at the Division meeting on October 15, please forward to your respective Vice President. Completed requests are due to the Administrative Services Office by October 22; requests will be presented by your Dean at the Resource Allocation Committee (RAC) meeting on November 6.**

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Class Specification

### ADMINISTRATIVE ASSISTANT I AND II SERIES

#### DEFINITION

Perform a variety of administrative, secretarial and clerical work in support of a specific program or office; to respond to requests and inquiries from staff, students and the general public; and to perform a variety of tasks relative to assigned area of responsibility requiring a moderate degree of independent judgment.

#### DISTINGUISHING CHARACTERISTICS

Administrative Assistant I: This is the first secretarial and general clerical working level. The assigned tasks require general knowledge of the assigned office's functions and operations. Assignments are specific and work is generally accomplished under direct supervision, which becomes more infrequent as the employee progresses on the job. The employee may give direction to student assistants.

The employee's use of judgment and initiative is within the limited range of alternatives. Errors in judgment are generally detected before serious consequences result. Modest originality is required of the employee at this level; however, the employee is expected to recognize situations that are inconsistent with policies and established procedures.

The employee meets and deals with administrators, staff members, students, and the general public to give and receive routine information. There may be responsibility to coordinate less complex processes related to the programs of the assigned office.

Administrative Assistant II: This is the second and full secretarial and administrative support level. The employee in this class is usually assigned to a Dean or Director of a specific program or office and is responsible for performing varied and responsible administrative and secretarial tasks to assist the Dean or Director. The assigned tasks are complex and require a moderate level of knowledge of the District and an extensive level of knowledge of the assigned office's functions and operations in order for the employee to apply most operating policies. Assignments usually follow the natural flow of work; however, particularly unusual or difficult problems may occur. Incumbents of this class level often give direction to student assistants and lower level clerical and secretarial positions.

The employee's of this class exercise a moderate degree of independent judgment when applying laws, rules, and regulations that may be involved or complex. Judgment and initiative are exercised within a broader range of situations and alternatives. Errors in judgment could affect the work of others and have an adverse effect on public relations. Independent reasoning is required in choosing among several predetermined alternative courses of action based on general instructions and in recognizing cases that require the establishment of new policies and procedures.

Contacts are with administrators, staff members, and students as well as outside agencies and individuals for the purpose of explaining procedures requiring considerable knowledge of the office assignment. There may be responsibility to coordinate processes related to the programs and activities of the assigned office.

### REPRESENTATIVE DUTIES

1. Perform a wide variety of responsible and confidential administrative, secretarial, and clerical duties for an assigned area; relieve supervisor of administrative work including investigating and answering complaints and providing assistance in resolving operational and administration problems.
2. Screen office and telephone callers; respond to complaints and sensitive requests for information and assistance; provide information and assistance; research information and assist the public and other District staff in interpreting and applying regulations, procedures, systems and precedents relating to assigned responsibilities; screen, sort and distribute mail; respond to routine correspondence.
3. Maintain a calendar of activities, meetings and various events for the assigned staff; coordinate activities with other offices, students, the public and outside agencies; coordinate and process staff travel arrangements.
4. Type and proofread a wide variety of reports, letters, memoranda, correspondence and statistical charts; type from rough draft, verbal instruction or transcribing machine; independently compose correspondence related to assigned area of responsibility.
5. Utilize various computer applications and software packages; enter, modify, and retrieve moderate to complex data using computer terminal; generate reports from a database or network system; create documents using word processing software.
6. Verify and review materials, applications, records and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records and reports; collect and process appropriate information.
7. Perform administrative duties within the clerical support system; assist in preparing reports, preparing agendas for and minutes of meetings, compiling annual budget requests, processing expenditure requests for designated accounts, and monitoring approved budget accounts.
8. Collect and compile information, data, and background materials from various sources on a variety of specialized topics related to programs administered by the position or by management staff; prepare reports which present data.
9. Prepare and revise various operating procedures, rules, and regulations upon request; develop and revise office forms and report format; initiate, organize, and maintain complex filing systems and records.

10. Participate in the selection, training, and provide direction to assigned lower level clerical staff and student assistants.
11. Perform related duties as required.

MINIMUM QUALIFICATIONS

Administrative Assistant I

Knowledge of:

1. Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
2. English usage, spelling, grammar and punctuation.
3. Basic principles and practices of fiscal, statistical and administrative research and report preparation.
4. Principles and procedures of record keeping.
5. Business letter writing and basic report preparation.
6. Methods and techniques of public relations.
7. Basic mathematical principles.

Skill to:

1. Operate a variety of office equipment including computers and supporting word processing and spreadsheet applications.
2. Type and enter data at a speed necessary for successful job performance.
3. Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Ability to:

1. Learn the operations, services and activities of specific program area.
2. Learn, understand and explain District policies and procedures.
3. Respond to a wide variety of requests and inquiries from students, staff, and the general public concerning operations, policies and procedures related to area of assignment in an accurate, concise and understandable form, orally and in writing.
4. Perform general secretarial and clerical support duties and tasks.
5. Prepare correspondence and memoranda.

6. Set up and maintain a variety of files and records.
7. Research information and compile and organize data.
8. Analyze situations accurately and adopt an effective course of actions.
9. Work under pressure of deadlines.
10. Carry out work objectives in an organized, efficient and timely manner.
11. Communicate clearly and concisely, both orally and in writing.
12. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to completion of high school AND one year of full-time experience in performing a wide variety of general clerical work OR equivalent combination of education and experience which indicates the possession of the knowledge, skills, and abilities to successfully accomplish the work.

Administrative Assistant II

In addition to the Minimum Qualifications for Administrative Assistant I:

Knowledge of:

1. Operations, services and activities of the specific program area of assignment.
2. District policies and procedures.
3. Principles of lead direction and training.

Ability to:

1. Perform varied secretarial and clerical support duties and tasks involving the use of independent judgment and personal initiative.
2. Independently prepare correspondence and memoranda.
3. Carry out work objectives in an organized, efficient and timely manner without immediate supervision.

Education and Experience:

Equivalent to completion of high school AND one year of full-time experience in performing a wide variety of secretarial work OR equivalent combination of education and experience which indicates the possession of the knowledge, skills, and abilities to successfully accomplish the work.

OTHER REQUIREMENTS

Work in a sitting position for extended periods of time; function with sufficient static strength, extent flexibility and manual dexterity at the level required to perform the representative duties.

SPECIAL CHARACTERISTICS

Ability to deal in an effective, tactful manner with the campus population and employees. Good written and verbal communication skills as well as congenial personality to facilitate dealing with employees and the public in general; ability to establish and maintain cooperative working relationships with those contacted in the course of work. Self-motivated and assertive individual.

PURPOSE OF CLASS

To provide clerical and secretarial support to relieve the supervisor and other staff of routine administrative details.

**NOTE:** This class specification is not necessarily all inclusive in terms of work detail.

Adopted by the Board of Trustees on August 15, 2000

Effective: September 1, 2000

Job Family: Clerical

(p:/Admin Asst)