



Classified Position Request Form
2014-2015

Range 34
Step 5
Position Request #16

Unit: Student Services

Position Classification Requested: Administrative Assistant II (Dean of Enrollment Services)

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: .50% to: 1.0 %
- New position (Must attach proposed job description):
 - # of ours per week, # of 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)	\$ 28,128 <u>27,533</u>	**NOTE** Full time – 20 (.50%) to 40 (1.00%) hours per week Regular Hourly – 18 (.45%) hours or less per week
Estimate Benefits Cost: (40% of salary)	\$ 22,026 <u>21,476</u>	
Total Cost for Position:	\$ 50,154 <u>49,009</u>	

10/22/14 SD
SD Review / Date

Justification:

Why is this position necessary?

Currently, the part-time administrative assistant position (20 hours) supports the Dean and the six (6) programs currently under Enrollment Services: Admissions & Records, Financial Aid, EOPS/CARE, Veterans Services, International Student Program, and Community Education. An increase to full-time status is essential to provide the needed comprehensive support noted in the Administrative Assistant II job specification.

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?

The Program Review for Enrollment Services and for Admissions & Records lists the administrative assistant position as a critical need. An increase in this position to full-time status would align the administrative support to the levels currently provided to the other four Deans.

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

This position will continue to work in Bldg 1600, Admissions & Records Office and will report directly to the Dean of Enrollment Services.

What is the consequence of not funding the position?

Essentially not funding the position to full-time status will continue to deprive the Dean and programs of needed administrative support. All programs that report to the Dean of Enrollment Services (with the exception of Community Education) have substantial state and/or federal compliance reporting requirements. In addition, the 320 report requires extensive data analysis to ensure the FTES reported is accurate and complies with attendance accounting requirements. The annual audit requires ongoing analysis of TBA course offerings, repeat courses (for 320 inclusion/exclusion), and review and analysis of Argos (enrollment management tool) data to ensure FTES numbers reflect what is noted in the 320 report. Continued reliance on A&R staff to support projects that would be handled by the Administrative Assistant. This action significantly impacts the workload of the Admissions and Records Office. Deadlines will become even more difficult to meet – thereby impacting other departments and students. Assigned duties/work will not be completed on a timely basis (It is not realistic to believe that the workload for this position can be completed within 20 hours per week)

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

There are no alternative approaches. Due to the HR policies and limited funding, hourly support cannot be utilized on an ongoing basis. On numerous occasions I have had to pull office staff to provide the support needed to complete project deadline dates (320 report, annual audit preparation, web page updates, third party updates, etc.) This action adversely impacts the office workflow and processing timelines. This band-aid approach is not effective and does not address the need for a full-time position.

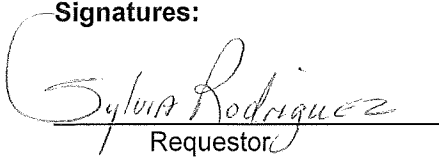
How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?

By increasing the current position from part-time to full-time, the Office of Enrollment Services will address the "consequences" noted above. The full-time status will allow this employee to become more involved with the college community. In addition, consistent application of College and District processes/procedures would be strengthened. Processing/Reporting deadlines and data analysis required will be met on a timelier basis. A process to effectively meet Faculty and Classified contract evaluation timelines will be developed to ensure compliance. Office coordination will improve significantly (office meetings, coverage for A&R and OSC, telephone/email follow-up, ordering supplies to prepare the department for peak seasons, etc.). A&R website pages would be updated consistently with the latest information for students. Assigned work will be completed within timeframe required. As noted previously, the work required for a 40 hour Administrative Assistant II position cannot be completed within a 20 hour work week.

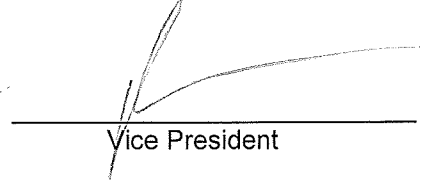
What other personnel currently provide support to this program and these students?

None

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)