



Non-Instructional Position Request Form
2015-2016

Range 38

2015-07

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Stage Technician
Division/ Unit: ALSS

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- Form options: New position, Increase an existing funded position, New categorically funded position. Includes fields for hours per week, months per year, and funding percentages.

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

As the Mertes Center continues to be used, not just for Performing Arts events, but also for special guests, speakers, Veterans events, rental groups, etc. there is a consistent need for someone to be at these events. Current Stage Technician Christine Hornbaker is running into some complicated hours and dates issues under the 40 hours/10 months current contract Multiple groups have contacted about using the Mertes center over the summer, but as Christine is not a 12 month employee, she will not be available June 1-Aug. 1. This is creating some difficulties in keeping the center "up and running" during the summer months. As the theater program will be producing another summer musical (and hope to ever years) Mike Rinaldi's 40 hours per week are solely devoted to that work, as his job title is Instructional Assistant. It makes more sense to move Christine to year round in order to be able to rent the space more and keep Mike focused on the summer classes.

a. Give some historical perspective of the changing workload over a 3-5 year period:
Example: Workload unit 1= # Bio/Chem lab students/semester > 2010=900 2015=1000 Change over time is =11%

Workload unit 1=:Click or tap here to enter text. > 2010: Click or tap here to enter text. 201_: Click or tap here to enter text. Change over that time is Click or tap here to enter text. %

Workload unit 2=:Click or tap here to enter text. > 2010:Click or tap here to enter text. 201_: Click or tap here to enter text. Change over that time is Click or tap here to enter text.%

2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-

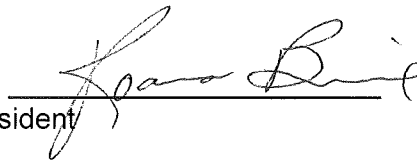
- a. your Program Review This is not specifically identified in the Theater Dept. Program review, but as a dept. we are noticing a need for this position for the college as a whole, and so suggesting the increase.
b. our LPC Planning Priorities; Provide staff and resources to support an institutional advancement plan and efforts; Provide greater access to the campus facilities for the community. The position of Stage Technician would meet many of the Strategic Goals for the college, as stated in the Strategic Plan (2010-2015), but it is important to note that the very first, and thus arguably the most important of those

Reviewed by:

L. Everett for Don Miller

Dean/ Unit Administrator

Vice President

A handwritten signature in black ink, appearing to read "Don Miller", is written over a horizontal line. The signature is cursive and extends slightly above and below the line.