



Non-Instructional Position Request Form
2015-2016

Range 34
2015-15
2015-15

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: Instructional Assistant II
Division/ Unit: STEMPS - Auto/Welding

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)

- New position:
of Click or tap here to enter text. hours per week, # of Click or tap here to enter text. months per year.
- Increase an existing funded position:
from: 9, 10, 11 month to: 10, 11, 12 month
from: 60% to: 100%
- New categorically funded position: (will be presented as information only & not ranked)
of Click or tap here to enter text. hours per week, # of Click or tap here to enter text. months per year.

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.

Instructional Assistant II, Neil Carey has worked in the building 800 "Toolroom" for approximately 9 years supporting the Automotive Technology and Welding Technology programs and reporting to the Dean of the STEMPS division. Over the course of the 9 years Neil has held the position, hours have been primarily part time supporting evening and Saturday instruction (M-Th 6:15 PM-10:15 PM and Saturday 8-5, 24 hours a week). For a brief time Neil was put to 100% after the Toolroom's Lab Technician IV retired and it took 1.5 years to hire a new Lab Technician IV. Instructional Assistant II's primary functions in the toolroom are evening and Saturday Auto and Welding toolroom coverage when Lab Technician IV is off, materials preparation for auto and welding, equipment fabrication, minor emergency repairs on equipment that occur during work hours and assisting faculty with lab safety and toolroom security. The only other personnel in this unit is a Lab Technician IV and usually one (sometimes two) Student Assistant(s) (funded by FWS) that cover lunch breaks and the gap between when Lab Technician IV goes home at 5:15 PM and Instructional Assistant II starts at 6:15 PM.

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%

In this situation, justification for this increase cannot be based on student work load alone because over the past 3-5 years student workload has not changed, classes have been mostly at capacity. What has changed in the past 3-5 years is the amount and complexity of tools and equipment in the Auto and Welding programs, having more help from skilled classified staff is greatly desired. In addition, automotive faculty report that the position had always been intended to be full time (at its inception in AY 2004-5) but due to budgetary constraints, never funded to go full time.

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 Automotive Technology Program Review Section C3 Page 8- "Lab assistant that is at 24 hours should be raised to 40 hours to cover night classes and Saturday classes in Automotive and welding." Automotive Technology Program Review Section C4, Page 9- "Instructor must now cover tool room duties on both sides because not enough hours are available for tool room work. This lead to safety concerns of the faculty leaving the lab areas during class. Throughout the history of the program we have had un-interrupted coverage/support in the toolroom. Classes run continuously from 8am to 10pm Monday through Saturday. We currently have gaps in coverage in the toolroom which contributes to safety problems and students being ignored."
- b. our LPC Planning Priorities; [Click or tap here to enter text.](#)
- c. other requirements or needs detailed in Master Plans or accreditation [Click or tap here to enter text.](#)
3. What other alternatives have been considered in lieu of this position to meet programmatic demands? As mentioned, we currently employ one or two Student Assistants to try and cover the basic gaps in toolroom coverage. While the student assistants are valuable to our programs and gain valuable experience they should not be expected to do skilled maintenance, repairs or fabrication and are no substitute for skilled classified staff.
4. What is the consequence of not funding this position?
The consequences of not increasing funding for this position are...
1. Continued gaps in coverage in the labs and toolroom, leaving faculty alone teaching/supervising students in the lab and having to check out tools, fix equipment, etc. which lead to serious safety concerns.
 2. A lack of continuity between classified staff in the toolroom, we rarely see each other in person and communicate mostly through email. Maintenance and project completion would be greatly improved if our schedules overlapped, allowing us to collaborate and work together in person.
5. Has this position or a similar position been presented to RAC previously and in what years? Explain.
No

For accurate costs below, requestor must contact College Admin. Asst. in the LPC Office of Administrative Services (ext. 1632).

Estimate <u>Increase/</u> Proposed Annual Salary Cost:	\$ 28,370	**NOTE** Full time = 20-40 hrs. per week or 50%-100%. Regular Hourly= 18 hrs. or less per week (<50%).
Estimate Benefits Cost: (50% of salary)	\$ 14,185	
Total Cost for Position: <i>total cost of increase in position</i>	\$ 42,555	

Reviewed by & Date SD 9/21/15
College Administrative Assistant, Office of Administrative Services

Important request deadlines for 2015/2016 (subject to change):

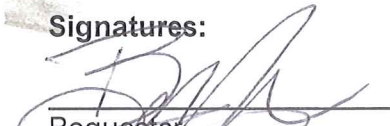


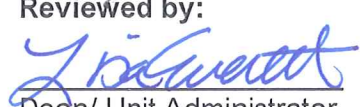
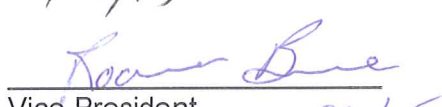
Mon., Sept. 14, 2015 request to Division Dean by end of business

Wed., Sept. 16, 2015 presented at Division Meeting

Fri., Sept. 18, 2015 due in Administrative Services Office with VP signature

Thu., Oct. 1, 2015 deans will present to Resource Allocation Committee

Signatures:

 Requestor	<u>9-14-15</u> Date Submitted
	9/14/15
	9/14/15
Reviewed by:  Dean/ Unit Administrator	 Vice President 9/20/15