

NON-INSTRUCTIONAL POSITION REQUEST 2017-2018

Internal Use

#: 2017-09

Requester Name: Stephany Chavez

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district job description)

Clerical Assistant

Position Will Reside in Division/Unit:

CATSS/CDC

Indicate To Whom this Position Reports:

The individual will work in at the Child Development Center. The person will report to the Director of the Child Development Center.

Indicate if this position or a similar position has been presented to RAC previously and in what years:

n/a

The position is:

New

Number of Hours per Week: 24

Number of Months per Year: 10

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 2 Months

OR From: _____ % to _____ %

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?

Under general supervision of the Child Development Center Director this individual will perform a variety of office support, clerical, and routine secretarial duties. The Clerical Assistant will be at the front desk of the Child Development Center and will be able to assist incoming students, faculty, staff, and the general public. The Clerical Assistant will provide word processing and data entry support; maintain a variety of files and records; and provide information and assistance to students, faculty, staff, and the general public.

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

As of now the center does not have a Clerical Assitant. We have student assistants who work at the front desk but are pulled to the classrooms because of staff shortage. Faculty and Center Director are constantly having to stop their duties in order to open the front door of the center and assist incoming students, faculty, staff, and the general public.

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (look to your program review). Please describe the metric you use to determine staffing needs in your program:

Example:
 Metric = Students Served per semester / Full-Time Equivalent Employees 2010 = 900/1
 2015 = 1000/1
 Increased demand over the past 5 years is: = 11%

Metric = _____ = _____
 _____ = _____
 Increased demand = _____

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

When the Child Development Center opened in the year 2011 the center only consisted of two classrooms. Currently the center has five classrooms opened with a total of 84 children enrolled. In the past ECD 63 did not have a lab portion. Currently ECD 63 has lab two times a week at the center. The center is constantly being visited by students, faculty, staff, and the general public.

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

Students at the college will work within the classroom and also do observations. Other disciplines have expressed interest in conducting observation within the laboratory. It is essential that there is someone at the front desk to let the students in and assist them with the check in process. Without a Clerical Assistant students are waiting for someone to come let them into the center. Then they have to wait for a staff who is appropriately trained in the check i process come to assist them. Many students loose time while they wait for the right assistance.

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

The mission of ACCJC is to advance educational quality and student learning achievement. The Child Development Center also wants to ensure that students who come to observe and do lab work are gaining knowledge and skills needed to be a competent and effective early childhood professional.

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position supports the College's mission and/or planning priorities:

The ECD program goals are consistent with those reflected in the Institutional Goals and those contained within the College Mission. The Institutional Strategic Goals includes providing "excellence in teaching, student learning, services to students, and scholarship by providing state of the art leaning facilities, equipment, supplies and resources and, staffing". The Mission of Las Positas College is to provide educational "opportunities that meet the academic, intellectual, career-technical, creative, and personal development goals of its diverse students". Early Childhood Development is an integral educational department at Las Positas College and has a major impact on the students that it serves. The ECD department provides the foundation for students pursuing a degree in teaching and other related fields. Our local community depends on us to provide their employees and future employees with the knowledge and skills needed to be competent and effective early childhood professionals.

The Early Childhood Department with the Child Development Center Laboratory will be fully positioned and also meet the mission of the State Chancellor's Office that includes transfers, career technology and basic skills.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

- This need was described explicitly in a Program Review (Year 2017).
- 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):

Fall 2017 Program Review

"Inconsistent staffing at the front desk of the CDC creates a security hazard. The center is not accessible to the community as there is no consistent person to answer inquiries about the program or for students to sign up for assignments in the lab. Additionally, students and families sometimes have to wait a long time after ringing before someone can come to admit them. Faculty and staff are interrupted 5-15 times a day to open the door and sometimes teachers have to bring their whole class of children out to the lobby to answer the door if there are no faculty or staff in their offices. The director is often in the children's classrooms to provide coverage and supervision and so isn't available. There should be an assistant who works full time at the front desk."

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

We have a current safety crisis at the Child Development Center. The center does not have a stable person at the front desk monitoring who come in and out of the center. During the times are unlocked anyone can come in to the center un-announced. This puts our children 18months-5years in potential danger since there is not a person controlling who comes in and out of the center.

60% 24 hrs/wk 10 mo.
Range 25 Step 1

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	\$ 19,963	_____
Estimated Benefits Cost:	\$ 9,982	_____
Total Cost for Position:	\$ 29,945	_____ <i>SN</i>

NOTE:
 Full Time = 20-40 hours per week or 50% - 100%
 Regular Hourly = 18 hours or less per week (<50%)

**Costs: For accurate costs, requestor must contact College Administrative Assistant in the LPC Office of Administrative Services (ext. 1632).*

SECTION 7: REVIEWS

Signatures:			
<i>Stephanymay</i>	<i>10/20/17</i>	<i>[Signature]</i>	<i>10-20-17</i>
Requester	Date	Dean/Unit Administrator	Date
<i>Sharon Davidson</i>	<i>10/24/17</i>	<i>[Signature]</i>	<i>10/24/17</i>
College Administrative Assistant	Date	Vice President	Date
Office of Administrative Services			

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CLERICAL ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform a variety of office support, clerical, and routine secretarial duties of a general or specialized nature in support of the function to which assigned; provide word processing and data entry support; maintain a variety of files and records; and provide information and assistance to students, faculty, staff, and the general public.

This is a journey level clerical classification. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Administrative Assistant level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Positions at this level exercise judgment in the interpretation, application, or modification of existing procedures within well defined guidelines. Work is usually supervised while in progress and/or fits an established structure or pattern. Exceptions or changes in procedures are explained as they arise.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serve as receptionist for assigned area; receive office and telephone callers; provide material and information in response to requests for information related to assigned area of responsibility; convey telephone messages; refer callers to appropriate staff for further assistance as needed.
2. Verify and review materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, files, and reports; collect and process appropriate information.
3. Type, word process, and proofread a variety of documents and forms including general correspondence, agendas, reports, and memoranda from rough draft, recordings, or verbal instruction; disseminate information as appropriate.
4. Maintain accurate and up-to-date files and records for assigned areas; develop and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, researching discrepancies and recording information; organize and maintain filing systems.
5. Perform a variety of routine clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; receive and process invoices; maintain a variety of accounting records, logs, and files; compile information and data for statistical and financial reports; check and tabulate data.
6. Receive, sort, and distribute incoming and outgoing correspondence.
7. Present program information to students and faculty; assist in preparing program materials; receive, sort, and deliver materials.

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Clerical Assistant (Continued)**

8. Maintain office supplies and inventories; order, receive, and maintain office supplies and equipment; prepare requisitions, purchase orders, and work order forms.
9. Maintain calendar of activities, meetings, and various events for assigned staff; schedule appointments; reserve facilities for specific uses; coordinate activities with others.
10. Schedule and prepare for a variety of meetings; prepare and distribute agendas; attend meetings related to assigned area; take and prepare minutes as assigned; disseminate information as appropriate.
11. Utilize various computer applications and software packages; enter, update, correct, and extract information; maintain and generate reports from a database or network system.
12. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
13. Assist in selecting, training and providing work direction to student workers as assigned.
14. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
2. Basic principles of business letter writing and basic report preparation.
3. Principles and practices used to establish and maintain files and information retrieval systems.
4. Principles, practices, and procedures of basic fiscal, statistical, and administrative record keeping.
5. Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
6. Interpersonal skills using tact, patience and courtesy.
7. Basic mathematical concepts.
8. Work organization principles and practices.
9. English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

1. Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
2. Learn, understand, interpret, and apply general administrative and office policies and procedures.
3. Learn the methods and standards used in processing paperwork related to area of assignment.
4. Perform a variety of office support and clerical duties and activities of a general and specialized nature involving independent judgment in the interpretation, application, or modification of existing procedures within well defined guidelines.
5. Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
6. Use sound judgment in recognizing scope of authority.

**Chabot-Las Positas Community College District
Clerical Assistant (Continued)**

7. Type or enter data at a speed necessary for successful job performance.
8. Compile and organize data and information.
9. Maintain filing systems.
10. Exercise good judgment in maintaining information, records, and reports.
11. Plan and organize work to meet schedules and changing deadlines.
12. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
13. Adapt to changing technologies and learn functionality of new equipment and systems.
14. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish and maintain effective working relationships with those contacted in the course of work.
17. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized general office and clerical training is highly desirable.

Experience:

One year of responsible clerical experience involving a high level of public contact and use of computer and office applications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

10/1/85;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Clerical – Secretarial - Fiscal