

# CLASSIFIED & ADMINISTRATIVE POSITION REQUEST: 2024-2025

## THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY REQUEST

Please note the following deadlines when submitting your Classified and Administrative Position Request

**November 6, 2024:** Final day to submit Cost Calculations (Section 6) requests to College Administrative Services Technician

**November 13, 2024:** Request due to Division Dean with College Administrative Services Technician Signature

**November 20, 2024:** Request Presented at Division Meeting

**November 21, 2024:** Request due to Administrative Office by **5:00pm. with Division Dean and Vice President signatures send via email to Andrea Anderson - aanderson@laspositascollege.edu**

### Process

- Submit a complete form with all sections complete and a job description attached.
- RAC will prioritize submissions based on criteria outlined in the rubric below;
  - The committee may chose not to score incomplete requests.
- RAC will make hiring recommendations to the College President, who will make hiring decision thereafter.

**Please Do Not Submit this Page**

### Scoring Rubric

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
<b>Program Need</b> (10 points) [Section 1]  <b>Ranking Scale</b>	Clear and compelling evidence/data supporting a need for this position and/or suggesting strong impact on students or program(s).  <b>8-10</b>	Clear evidence/data supporting a need for this position and/or suggesting impact on students or program(s).  <b>4-7</b>	Limited evidence/ data supporting a need for this position and/or suggesting limited impact on students or program(s).  <b>0-3</b>
<b>Student Learning &amp; Success</b> (10 points) [Section 2]  <b>Ranking Scale</b>	Clear and compelling evidence that this position will widely contribute to and/or support student learning and success in support of college accreditation standards.  <b>8-10</b>	Clear evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.  <b>4-7</b>	Limited evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.  <b>0-3</b>
<b>Mission and Planning Priorities</b> (10 points) [Section 3]  <b>Ranking Scale</b>	Clear and compelling evidence that this position strongly supports the College Mission and/or Planning Priorities.  <b>8-10</b>	Clear evidence that this position supports the College Mission and/or Planning Priorities.  <b>4-7</b>	Limited evidence that this position supports the College Mission and/or Planning Priorities.  <b>0-3</b>
<b>Program Outcomes, Initiatives and Plans</b> (10 points) [Section 4]  <b>Ranking Scale</b>	Clear and compelling evidence that this position will support the program above and beyond current capability.  <b>8-10</b>	Clear evidence that this position will support the program above and beyond current capability.  <b>4-7</b>	Position provides little or no impact on the program above and beyond current capacity.  <b>0-3</b>
<b>Safety and/or Organizational Effectiveness</b> [Section 5] (3 points)  <b>Ranking Scale</b>	This position will greatly enhance campus or program safety and/or organizational effectiveness.  <b>3</b>	This position will enhance campus or program safety and/or organizational effectiveness.  <b>1-2</b>	This position has negligible or no impact on campus or program safety and/or organizational effectiveness.  <b>0</b>

## Classified and Administrative Position Request Checklist

This checklist is your cover page to your request (pages 3-9)

**NOTE: Non-Instructional Position Requests are required for Classified and Administrative positions only**  
*Incomplete forms will be returned.*

✓	Action Item	Action Required
	Review Purpose	<p>Submission of the following request to the Resource Allocation Committee (RAC) is required for the following:</p> <ol style="list-style-type: none"> <li>1. Requesting a new position;</li> <li>2. Requesting increased hours for an existing position;</li> <li>3. Informing the committee of the intent to hire a temporary grant-funded position.</li> </ol> <p>Non-Instruction position requests are <b>not</b> required for:</p> <ol style="list-style-type: none"> <li>1. Temporary positions supported by general funds;</li> <li>2. Positions currently funded, but vacant for less than 24 months;</li> <li>3. Approved positions, but with a failed search. Approval is extended for 12 months only.</li> </ol>
	Section 6: Costs	<p>Costs associated with this position request must be calculated by College Administrative Services Technician, Sharon Davidson before submitting to your Division Dean.</p> <ul style="list-style-type: none"> <li>• Calculation requests must be made no later than November 6 to meet November 13 deadline for Division Dean submittal</li> <li>• Send requests via email to <a href="#">Sui Song</a></li> </ul>
	Division Dean Signature	The Division Dean will review the Classified & Administrative Position request form for completion and confirm job description is attached.
	Vice President Signature	The Vice President will review the Classified & Administrative Position request form for completion, and required signatures.
	College Administrative Services Technician	The College Administrative Services Technician will verify the Classified & Administrative Position request form Section 6: Costs, and forward for scanning.

# CLASSIFIED & ADMINISTRATIVE POSITION REQUEST 2024-2025

Internal Use

#: 2025-

**Requester Name:** \_\_\_\_\_ **Division Name:** \_\_\_\_\_

## SUMMARY INFORMATION

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

**Position Will Reside in Division/Unit:**

**Indicate To Whom this Would Report:**

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

**The position is:**

**New**

Number of Hours per Week: \_\_\_\_\_

Number of Months per Year: \_\_\_\_\_

**Increase for an existing funded position**

**From:**       9             10             11 Months

**To:**             10             11             12 Months

**OR**            From:        \_\_\_\_\_ %        to        \_\_\_\_\_ %

**Name of Person Currently Holding Position:** \_\_\_\_\_

**New Categorically funded position (information only; position not ranked)**

**Number of Hours per Week:** \_\_\_\_\_

**Number of Months per Year:** \_\_\_\_\_

## **SECTION 1: PROGRAM NEED**

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**What key responsibilities would this person assume?**

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

## **SECTION 1: PROGRAM NEED (contd)**

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**Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.**

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

## **SECTION 2: STUDENT LEARNING AND SUCCESS**

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

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

### **SECTION 3: LPC MISSION AND PLANNING PRIORITIES**

#### **LPC MISSION STATEMENT:**

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

#### **LPC PLANNING PRIORITIES:**

- Implement the integration of all ACCJC standards throughout campus structure and processes.
- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus

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

## **SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS**

**Please check one.**

This need was described explicitly in a Program Review (Year\_\_\_\_\_).

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):**

## **SECTION 5: SAFETY and/or ORGANIZATIONAL EFFECTIVENESS**

**Explain how this position will improve safety and/or organizational effectiveness on campus or within your unit:**

## **SECTION 6: COSTS\***

**Estimated Increase or Proposed Annual Salary Cost:** \$ \_\_\_\_\_

**Estimated Benefits Cost:** \$ \_\_\_\_\_

**Total Cost for Position:** \$ \_\_\_\_\_

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

*For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services email to [Ssong@laspositascollege.edu](mailto:Ssong@laspositascollege.edu)*

## **SECTION 7: SIGNATURES**

**Requester**

**Administrative Services Technician**

Date - *click for drop-down*

Date - *click for drop-down*

**Division Dean**

**Vice President**

Date - *click for drop-down*

Date - *click for drop-down*