

**CLASSIFIED & ADMINISTRATIVE POSITION REQUEST: 2023-2024**  
THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY REQUEST

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

**October 31, 2022:** Final day to submit Cost Calculations(Section 6) requests to College Administrative Services Technician

**November 8, 2023:**Request due to Division Dean with College Administrative Services Technician Signature

**November 15, 2023:** Request Presented at Division Meeting

**November 17, 2023:**Request due to Administrative Office by **5:00pm. with Division Dean and Vice President signatures send via email to [kzieker@laspositascollege.edu](mailto:kzieker@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</b> (3 points) [Section 5]  <b>Ranking Scale</b>	This position will greatly enhance campus or program safety.  <b>3</b>	This position will enhance campus or program safety.  <b>1-2</b>	This position has negligible or no impact on campus or program safety.  <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 into Sharon no later than October 31 to meet November 8 deadline for Division Dean submittal</li> <li>• Send requests via email to <a href="#">Sharon Davidson</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

## 2023-2024

Internal Use

#: 2024-

**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 (if applicable)**

**Explain how this position will improve safety 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 [SDavidson@laspositacollege.edu](mailto:SDavidson@laspositacollege.edu)*

**SECTION 7: SIGNATURES**

**Requester**

*Nan Ho*

Date - *click for drop-down*

**Division Dean**

Date - *click for drop-down*

**Administrative Services Technician**

Date - *click for drop-down*

**Vice President**

*Nan Ho*

Date - *click for drop-down*

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **CURRICULUM & SCHEDULING SPECIALIST**

*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 highly specialized technical and clerical duties involved in the development of the College catalog and course schedule as well as faculty assignments; update and track curriculum changes within the Banner system and on the web; review, analyze, process, and correct course scheduling data and related materials submitted by the Deans; and input data into Banner system in order to produce the College class schedule, the College catalog, full-time faculty load sheets, and adjunct faculty assignments.

### **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. Plan and coordinate the development of the schedule of classes: establish timelines and confer with College administrators to determine instructional requirements.
2. Oversee and support database management, data entry, and room assignments.
3. Identify, troubleshoot, and resolve problems and issues related to the development of the schedule of classes (fall, spring, summer, and/or intersessions) to ensure compliance with curriculum and District policies and procedures.
4. Analyze and verify course information from division deans to set up courses as approved by the curriculum committee; work with deans to resolve discrepancies; input data into Banner to create the courses for the college catalog.
5. Input the department subject rubric into the database; create override codes, in-progress codes, and combinations of probability statements to set up the prerequisite for the courses.
6. Verify class information to add a class from the deans; access the instructional database and input data; assign date, days, time, hours, room, and instructor name for class.
7. Create all campus Course Reference Numbers (CRN) for regular schedule course and special circumstances, including independent study, credit by exam, student sections, and cross-enrollment for UC.
8. Communicate with Student Services during each registration period regarding course changes, cancellations, and additions.
9. Assign California Community College Taxonomy of Program codes, Student Accountability Model codes, and course classification codes.
10. Produce all faculty teaching assignment contracts and resolve discrepancies in teaching assignments and loads; assist deans in the resolution of discrepancies in teaching assignment and load.
11. Calculate instructor assignment workload value for all classes including cross-listed, cross-linked, and open-lab classes; generate instructor teaching assignment sheet for approval and distribution.

**Chabot-Las Positas Community College District  
Curriculum & Scheduling Specialist (Continued)**

12. Oversee the maintenance and updating of the Instructor Workload Assignment Sheets and contracts that carry the workload value of all classes and any exception to the normal workload pattern; monitor instructor workloads to assure contract compliance; serve as a resource to District's Chief Negotiator concerning instructor workload matters; serve as a resource to District Human Resources to verify and update faculty teaching records as they pertain to salary.
13. Coordinate with College administrative services in the accurate and timely payment for faculty; verify and update teaching assignment records per semester to provide for accurate placement on salary schedule; work closely with District Human Resources/Payroll Services to identify and resolve errors in salary schedule report each pay period; verify accuracy and update salary schedule each pay period.
14. Prepare and generate statistical records and reports regarding instructor workload.
15. Answer questions from Division staff about faculty assignments, room assignments, and course questions.
16. Provide technical expertise to the Curriculum Committee on Instruction regarding curriculum proposals and past practices; maintain College catalog file; maintain course outline files; assist in coordinating College catalog changes.
17. Monitor curriculum development and assure accurate input of all new, revised and inactivated courses into instructional databases; assure the accuracy of curriculum and prerequisite codes, load factors, and conformance with District policies and state guidelines; maintain comprehensive curriculum master files and other related databases; assist faculty in the calculation of hours as noted in course unit values.
18. Serve as a liaison between Information Services and the College on all technical databases that affect schedule preparation, MIS reporting, and curriculum; download, proofread, and edit printed and electronic class schedule for public distribution bi-annually.
19. Analyze database and computer programming requirements of the scheduling and curriculum office functions and provide technical information to programmers regarding database needs; serve on computer software planning committees.
20. Attend College Enrollment Management Committee meetings (CEMC); assist with gathering information for CEMC.
21. Provide work direction and information to student personnel as assigned; establish priorities, timelines, and procedures.
22. Collect and input data for new rooms, room attributes, and resources into Banner and the scheduling program; assist deans and others with room searches and room scheduling.
23. May coordinate college-wide room use and room scheduling; update and maintain scheduling system for rooms, course changes, and event changes; serve as system expert on campus.
24. May maintain and update Academic Services website.
25. Perform other administrative support duties including tracking and logging full-time and part-time faculty evaluations, compiling and distributing part-time faculty mailbox and permit list, and maintaining log of Personnel Action Forms for the purpose of Board approval.
26. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
27. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.

**Chabot-Las Positas Community College District  
Curriculum & Scheduling Specialist (Continued)**

28. 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. Principles of organization and timeline preparation.
3. District organization, operations, policies, terminology, rules, programs, and objectives.
4. Principles of business letter writing and basic report preparation.
5. Principles and practices used to establish and maintain files and information retrieval systems.
6. English usage, spelling, grammar, and punctuation.
7. Principles and procedures of record keeping.
8. Pertinent federal, state, and local laws, codes and regulations.

**Ability to:**

1. Perform a full range of complex technical duties; think analytically and exercise a high degree of independent judgment in applying highly complex laws, rules, and regulations.
2. Organize and coordinate the preparation and production of major projects.
3. Prepare and coordinate with Divisions/Departments the process of schedule building and catalog development.
4. Understand and apply faculty contracts to faculty load and assignment sheets.
5. Understand and use an MIS system as it pertains to the development of the schedule and curriculum.
6. Understand course guidelines and the calculation of course hours as they relate to course units.
7. Reason and define problems, collect data and draw valid conclusions.
8. Analyze situations and make decisions in procedural matters.
9. Gather and compile data in written, tabular, and graphic form.
10. Critically review source data and detect and correct errors.
11. Manipulate data, format reports, and publish final documents.
12. Perform mathematical computations of moderate difficulty.
13. Understand the organization, operation, and services of the District as necessary to assume assigned responsibilities.
14. Interpret and apply administrative and departmental policies and procedures.
15. Independently prepare correspondence and memoranda.
16. Implement and maintain standard filing systems.
17. Type or enter data at a speed necessary for successful job performance.
18. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
19. Adapt to changing technologies and learn functionality of new equipment and systems.
20. Work independently in the absence of supervision.
21. Plan and organize work to meet changing priorities and deadlines.
22. Meet critical deadlines while working with frequent interruptions.
23. Work cooperatively with other departments and divisions, District officials, and outside agencies.

**Chabot-Las Positas Community College District  
Curriculum & Scheduling Specialist (Continued)**

24. Respond tactfully, clearly, concisely, and appropriately to inquiries and requests for information.
25. Communicate clearly and concisely, both orally and in writing.
26. Establish and maintain effective working relationships with those contacted in the course of work.
27. 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 supplemented by two years of college level course work in information systems, business administration, public administration, liberal studies, English, or a related field. A Bachelor's degree is desirable.

**Experience:**

Two years of responsible technical, administrative, and/or secretarial experience including experience involving responsibilities related to the preparation of complex documents. Experience with instructional programs desirable.

**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.

6/17/97; 11/13/07

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical - Paraprofessional