

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**

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

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"> 1. Requesting a new position; 2. Requesting increased hours for an existing position; 3. Informing the committee of the intent to hire a temporary grant-funded position. <p>Non-Instruction position requests are not required for:</p> <ol style="list-style-type: none"> 1. Temporary positions supported by general funds; 2. Positions currently funded, but vacant for less than 24 months; 3. Approved positions, but with a failed search. Approval is extended for 12 months only.
	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"> • Calculation requests must be into Sharon no later than October 31 to meet November 8 deadline for Division Dean submittal • Send requests via email to Sharon Davidson
	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: Stephen Gunderson **Division Name:** LPC Technology

SUMMARY INFORMATION

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

Computer Network Specialist 1

Position Will Reside in Division/Unit:

LPC Technology

Indicate To Whom this Would Report:

Stephen Gunderson

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

Yes, this position was presented to RAC last year

The position is:

New

Number of Hours per Week: 40

Number of Months per Year: 12

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

What key responsibilities would this person assume?

Desktop computer support and technology support with a primary responsibility for building 2100 and the PSC/AMT building that just opened this fall.

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

This is an entry level computer/support position, currently, there is another Computer Specialist I in the process of being hired.

SECTION 1: PROGRAM NEED (contd)

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.

With the Covid-19 pandemic the LPC Technology Department was forced to begin supporting the use of remote technology devices. Now that most employees have returned to campus the department has adjusted again with the need to support on-campus technology as well as continuing with certain remote technology.

Also during the pandemic, three new buildings broke ground: Horticulture, Academic Support, and Public Safety/ Advanced Manufacturing/ Transportation. All of these buildings have a requirement for additional technology and additional technicians to be able to support it. Between the Academic Support and PSAMT buildings there are (24) new computer classrooms. The existing computer network staffing levels will be unable to assume support of these new buildings without severe reduction in the level of service and extended delays of equipment outages. An additional Computer Network Support Specialist is a must.

The technology department has been understaffed for years. The department could use at least up to four new positions. We are only asking for one of those in this request.

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

Faculty, staff and students require the use of technology to: teach, learn, complete assignments/ tasks, and communicate. When technology is out of order or not working as efficiently as expected, the ability to teach, learn, complete assignments and communicate is hampered.

Staffing TCIO Calculations

Garner surveys the industry and compiles specific data on staffing levels and costs. These are documented as part of the ITKMD Toolkit, which is published annually.

Applying the Gartner recommendations to CLPCCD, the staffing requirements are calculated using the following formula:

$$\text{Net Staffing} = \frac{[\text{Platform 2016 Average TCIO/Unit/Year} * \text{No. of Units} * \% \text{ TCIO cost}]}{[\text{Salary}]}$$

Las Positas College – 2016 – LPC had 3 Staff for support when the recommendation is 8.4

Platform	2016 Average TCIO/Unit/Year	No. of Units	Salary	% TCIO cost	Net Staffing Recommended
Desktop/Server	\$1,015	1955	\$96,232	40	8.4

Las Positas College – 2019 – LPC has 4 Staff for support when the recommendation is 12.6

Platform	2016 Average TCIO/Unit/Year	No. of Units	Salary	% TCIO cost	Net Staffing Recommended
Desktop/Server	\$1,015	3000	\$96,232	40	12.6

The technology department cannot sustain the support of 3000 systems with only 4 staff members. The industries recommendation is 12.6. We understand we will never get to that number, but we are dramatically under staffed. These numbers illustrate how critically understaffed the department is. |

SECTION 2: STUDENT LEARNING AND SUCCESS

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

Adding more computer network staff to the Technology Department will allow the department to support the additional technology being included in the new buildings as well as provide another set of hands to support technology through out the rest of campus. Having technology that is functioning as expected reduces frustration and allows more time to focus on what is needed to get to the goal.

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

LPC has received commendations for technology and Standard 3C on the past 2 or 3 self studies. By having adequately staffed departments we hope to continue this trend. If we do not start filling positions to match the growth we are experiencing through construction projects, the department will no longer meet its goals in supporting the mission of the college.

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:

It seems as though everything in life today revolves around technology and using it to accomplish one's goals. As an educational institution we use technology to teach and explore the subject matter as well as how to use the technology. Having effective technology in our learning-centered environments is paramount to a positive learning experience leading to completion of transfer, degree, career or life-long learning goals.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

This need was described explicitly in a Program Review (Year 2021, 2022).

This need was implied in a Program Review (Year 2022).

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):

2. Entry Level Computer Support Specialist I / New Position

Reason: In order to fully streamline our support services and meet the needs of our students, faculty and staff the LPC Technology Department is proposing that start hiring entry level positions to help off-set support on the campus. These positions would be the first line of support and then escalate more serious issues to the techs in higher level positions. If we do not start restructuring our support staff we will not meet the needs of future growth through Measure A Construction projects.

C3. Provide Appropriate Staffing Levels.

C4. Meet current and future technology

SECTION 5: SAFETY (if applicable)

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

By having an adequately staffed department, it will help to reduce fatigue and over work which can lead to many health and safety issues.

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	\$ <u>83,806.00</u>
Estimated Benefits Cost:	\$ <u>67,935.00</u>
Total Cost for Position:	\$ <u>151,741.00</u>

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@jaspositascollege.edu

SECTION 7: SIGNATURES

Requester

Stephen Gunderson

11/12/23

Date - *click for drop-down*

Administrative Services Technician

11/12/23

Date - *click for drop-down*

Division Dean

11/12/23

Date - *click for drop-down*

Vice President

11/12/23

Date - *click for drop-down*