

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST 2019-2020

Internal Use
2019-09

Requester Name: Ho, Law, Mattern, McElderry Division Name: Academic Services

SUMMARY INFORMATION

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

Administrative Assistant

Position Will Reside in Division/Unit:

Academic Services

Indicate To Whom this Would Report:

Vice President of Academic Services

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

This specific position was requested in 2017 and 2018. Similar positions were requested in 2014.

The position is:

New

Number of Hours per Week: 40

Number of Months per Year: 12

RECEIVED
Las Positas College
OCT 22 2019

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: _____

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VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

The Academic Services Administrative Assistant will work out of the office of the Vice President of Academic Services in support of that office as well as the four academic divisions. This position will provide general support for the Academic Services office to include assisting the Executive Assistant to the Vice President, the CTE Projects Manager, the Adult Education Program Manager, the Curriculum & Scheduling Specialist, and the Curriculum & SLOs specialist as needed. The position will also work as needed in - and shared by - the four Academic Services division offices and perform a range of administrative and clerical duties in support of division deans and senior administrative assistants, such as filling in for an absent senior administrative assistant. The duties associated with this position will include: human resources and payroll paperwork such as PAFs, organizing faculty and staff evaluation packets and conference leave and field-trip requests, answering telephones and collecting and distributing campus and outside mail, maintaining a calendar of activities and scheduling meetings and various events for faculty and staff, responding to routine correspondence and complaints and sensitive requests for information and assistance, researching information and assisting other staff and the public in interpreting and applying regulations, procedures, and systems relating to assigned responsibilities. The Academic Services Administrative Assistant may also handle such tasks as athletics eligibility processing.

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

Currently there are four Senior Administrative Assistants in the Academic Services area, each of whom assists one of the four division deans and the scores of full- and part-time faculty in each area. Student assistants (who work between 4 and 20 hours per week) are the only other clerical support personnel at the division level. While valuable to the work of the academic divisions, the student assistants have neither the skills, expertise, technology access, nor the professional background necessary to carry out the duties of an administrative assistant. Moreover, the student assistants are typically difficult to recruit and retain. For example, in spite of recruitment efforts, the student assistant position in the Arts and Humanities division has remained mostly unfilled from December 2017 to October 2019.

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.

To fully understand the historical perspective one needs to go back beyond the 3-5 year window to about eleven to twelve years ago, when LPC had roughly 30 fewer faculty (full- and part-time) and 1,000-2,000 fewer students (by headcount), yet somehow employed more classified professionals in the academic division offices. In 2007, each division office included a Senior Administrative Assistant and a full-time Staff Assistant both of whom helped the dean and faculty with the numerous tasks involved in a large, complex educational institution. This staffing structure allowed things to run relatively smoothly and efficiently. Then a fiscal crisis hit which resulted in layoffs and the division Staff Assistants disappeared. Thankfully the tough times did not last and the college was soon growing again and expanding its classes and programs and adding new faculty, staff, and facilities. In spite of this recovery, however, the division Staff Assistants never returned. This has created a significant workload increase on the Senior Administrative Assistants, the faculty, and the deans which has contributed to a log-jam effect in the division offices that not only contributes to undue fatigue and stress but also limits the college's overall productivity and effectiveness. Adding an administrative assistant to the Academic Services area would partly correct this inefficiency.

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

In 2009 LPC employed 70 full-time classified professionals, 4 of whom were Staff Assistants working exclusively in the academic division offices. By Fall 2017, LPC employed 79 full-time classified professionals, zero of whom is an Administrative (or Staff) Assistant working in an academic division office (a reality that has continued into Fall 2019). Put another way, since 2011 LPC has hired at least 16 new full-time classified positions without replacing the lost staffing in the academic division offices. Thus, while the college as a whole has recovered (and even grown) since the fiscal crisis of the last decade, the division offices are one of the few areas on campus (perhaps the only ones) that have been forced to operate with staffing levels that would have been deemed inadequate more than a decade ago. Indeed, even if the college were to add this single position, the academic division offices would still be operating with fewer staff than in 2008, even as the work demands (including the work associated with new developments such as AB 705 and Guided Pathways) continue to increase. In various ways this lack of staffing negatively impacts every student and every academic program at Las Positas College.

SECTION 2: STUDENT LEARNING AND SUCCESS

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

The Academic Services Administrative Assistant will contribute to and support student learning and success by improving the flow of paperwork and processes in the Academic Services office and the four academic division offices. More hands and eyes on the various tasks will increase the speed and accuracy of the work, helping to prevent or at least shrink backlogs of time-sensitive materials and requests (class schedules, PAFs, timesheets, faculty and staff evaluations, conference and field-trip forms, grade change petitions, course substitution requests, curriculum development, etc.) all of which contributes and supports student learning and success by making the educational process possible in the first place. If a field trip form is not processed on time, or accurately, the students lose out on a learning opportunity; if an instructor is not hired in a timely fashion then there is no one to teach the class. The work of the Academic Services division of the college is fundamental to the entire teaching and learning process.

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

The Academic Services Administrative Assistant will contribute to the various tasks associated with the accreditation process. Not only will this position support the Vice President of Academic Services, who serves as LPC Accreditation Liaison Officer (the individual who steers the college's entire accreditation effort) but this position will also be able to assist in such tasks as: locating and preparing documentation and data, checking course syllabi for the components required to meet ACCJC standards, helping the division offices and faculty maintain current lists of Student Learning Outcomes, and the filing/scanning/posting of proper documentation related to Academic Services accreditation standards.

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:

- ❖ 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:

The Academic Services Administrative Assistant will support the college's mission and planning priorities by:

1. Contributing efficiency and accuracy to the ever-growing documentary and procedural flow associated with providing educational opportunities and support for completion to all 9,000 students of this learning-centered institution;
2. Working closely with the Vice President of Academic Services to plan, carry-out, and document the integration of all ACCJC standards throughout campus structure and processes.
3. Providing support to the academic vice president and deans as they document, track, and promote knowledge and appreciation for equity; by working with classified professionals and faculty to institutionalize equity in all aspects of decision-making, assessment, and accountability; and by generally assisting others in their equity-centered work and thereby helping the college build capacity to eliminate inequities.
4. By helping to eliminate backlog and institutional inadequacies, the Academic Services Administrative Assistant will literally embody the change in college practices and processes needed to increase student success and completion. This person's work will directly result in improved coordination of needed academic support, and the removal of barriers to student success and completion.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

This need was described explicitly in a Program Review (Year 2017, 2018).

This need was implied in a Program Review (Year 2018).

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):

The need for this position is well-documented in multiple division program reviews and administrative-unit program reviews for the past two years.

SECTION 5: SAFETY (if applicable)

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

Because the Academic Services Administrative Assistant will fill in for absent Senior Administrative Assistants, there will be more coverage of division offices throughout the year and thus a greater chance that someone will be available to call Campus Safety in the event of a health or safety crisis in a particular division area. The presence of additional staff will also increase security of supplies and materials (including sensitive documentation) in the division offices.

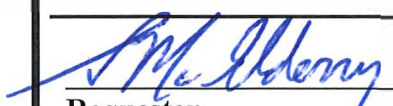
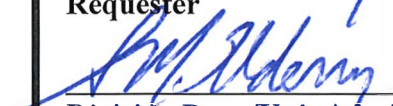

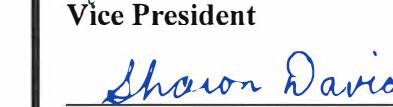
SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	\$	<u>4,8507.00</u>
Estimated Benefits Cost:	\$	<u>26,679.00</u>
Total Cost for Position:	\$	<u>75,186.00</u>

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

**Costs: For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services at SDavidson@laspositascollege.edu*

SECTION 7: SIGNATURES

<u></u>	<u>10/17/19</u>
Requester	Date
<u></u>	<u>10/17/19</u>
Division Dean/Unit Administrator	Date
<u></u>	<u>10/22/19</u>
Vice President	Date
<u></u>	<u>10/22/19</u>
College Administrative Service Technician	Date

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE 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 general administrative, secretarial, and difficult and complex clerical duties in support of assigned program area; provide support and assistance to assigned supervisory, academic, and classified staff; serve as a liaison between the assigned area and/or assigned supervisor and other staff, the general public, students, faculty, and other campus and community officials; and provide a wide variety of reference and resource information related to assigned function or program area.

The Administrative Assistant is the journey-level classification in the administrative support/secretarial series. Incumbents are assigned to perform a wide range of administrative support, secretarial, and clerical duties independently for a program area or to provide secondary support to a large/complex administrative, academic services, or student services program area. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and have familiarity with the operating procedures and policies of the work unit upon completion of the probationary period.

The Administrative Assistant is distinguished from the College Clerk by the direct secretarial support the Administrative Assistant provides to a program area including providing general administrative and secretarial support to professional or management staff. It is further distinguished from the Senior Administrative Assistant classification in that the Senior Administrative Assistant class is responsible for providing support to senior management staff with responsibility for a large/complex administrative, academic services, or student services program area. The Senior Administrative Assistant classification typically reports to and is the primary position supporting a Dean or Director level administrator or provides advanced journey-level secretarial support to executive, administrative, or management staff.

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. Perform responsible secretarial and administrative support duties for assigned supervisor and program area; relieve assigned supervisor and other assigned staff of a variety of clerical, technical, and administrative details; provide assistance in organizing functions and activities that involve assigned area; as necessary and appropriate, serve as liaison between assigned supervisory staff or program area and administrators, other District personnel, and the general public.
2. Perform administrative support duties to assist the supervisor in meeting reporting requirements, functional responsibilities, and research objectives; coordinate the office work of the supervisor and/or program area; develop schedules related to office/department activities and services; review, update, and inform assigned supervisor and other staff in assigned area of essential timelines; coordinate the flow of activities through the office in relation to priorities and schedules; assure the timely completion of work in accordance with established policies, procedures, and standards.

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

3. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; schedule usage of department facilities; coordinate and arrange meetings; coordinate activities with other divisions and departments.
4. Serve as liaison and facilitate communications between assigned supervisor, other administrators, students, academic and classified staff, other offices, educational institutions, public agencies, and the general public; interact and relay information, questions, and decisions regarding supervisor's area of assignment; refer callers to other departments or individuals as necessary; prepare preliminary responses to routine correspondence for assigned supervisor's approval.
5. Prepare Board agenda items and supporting documents as necessary for assigned area; assure assigned supervisor receives timely notification of Board requests for information or action.
6. Perform a variety of clerical accounting duties and responsibilities for assigned area; assist supervisor in budget administration; track budget activity; post, monitor, and track invoices and other expenditures; process budget/expense transfers; prepare purchase requisitions.
7. Order office supplies and materials as directed; assure their timely receipt and storage; assure proper functioning of office equipment.
8. Participate in payroll processing functions for assigned area including to prepare payroll forms and maintain records for timesheets and various authorizations.
9. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or records proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
10. Answer telephones and respond to routine questions and requests for information from administrative, management, academic, and/or classified staff, students, and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
11. Train and provide work direction to assigned student workers and other hourly workers as assigned.
12. Establish and maintain complex, interrelated filing systems; collect, compile, and record narrative, statistical, and financial data and other information; track and verify eligibility for special programs such as athletics; research and verify information as requested.
13. Type, format, proofread, duplicate, and distribute a wide variety of correspondence, reports, notices, schedules, lists, forms, and other materials according to established procedures, policies, and standards; type from rough draft, verbal instructions, or transcribing machine recordings; compose routine correspondence related to area of assignment; prepare preliminary responses to routine letters and general correspondence.
14. Receive mail and identify and refer matters to the supervisor in order of priority.
15. Utilizing thorough knowledge of various computer applications and software packages, enter, update, correct, and extract information; maintain and generate reports from a database or network system.
16. Maintain current working knowledge of applicable hardware and software applications.
17. Perform related duties as required.

Chabot-Las Positas Community College District
Administrative Assistant (Continued)

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. Operational characteristics, services, and activities of the functions, programs, and operations of the assigned office.
2. Work organization and basic office management principles and practices.
3. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
4. Basic principles, practices, and procedures of fiscal, statistical, and administrative record keeping.
5. Principles, practices, and procedures of business letter writing.
6. Principles and practices used to establish and maintain files and information retrieval systems.
7. Basic research methods and techniques.
8. Basic mathematical concepts.
9. Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
10. Interpersonal skills using tact, patience, and courtesy.
11. English usage, grammar, spelling, punctuation, and vocabulary.
12. Oral and written communication skills.

Ability to:

1. Learn and understand the organization and operation of the assigned office and/or department as necessary to assume assigned responsibilities.
2. Learn, understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
3. Perform a range of administrative, secretarial, and clerical duties involving the use of independent judgment.
4. Independently compose and prepare routine correspondence and memoranda.
5. Prepare a variety of clear and concise administrative and financial records.
6. Effectively present information in person or on the telephone to students, staff, or the public.
7. Type or enter data at a speed necessary for successful job performance.
8. Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
9. Implement and maintain filing systems.
10. Train and provide work direction to others.
11. Establish, review, and revise office work priorities.
12. Plan and organize work to meet schedules and changing deadlines.
13. Use correct English, grammar, spelling, punctuation, and vocabulary.
14. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
15. Adapt to changing technologies and learn functionality of new equipment and systems.
16. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
17. Work effectively with minimal supervision.
18. Communicate clearly and concisely, both orally and in writing.
19. Establish and maintain effective working relationships with those contacted in the course of work.

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

20. 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 specialized training in secretarial science, office automation, or a related field.

Experience:

Two years of increasingly responsible clerical and secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to a program area and/or management staff.

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.

Adopted by Board of Trustees on October 20, 2015
Effective: October 21, 2015
Revised by Board of Trustees on March 20, 2018
Effective: March 20, 2018
Job Family: Clerical – Secretarial – Fiscal