

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST 2018-2019

Internal Use

#: 13

Requester Name: Sean Prather

Division Name: Administrative Services

SUMMARY INFORMATION

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

Security Officer

Position Will Reside in Division/Unit:

Administrative Services / Campus Safety

Indicate To Whom this Would Report:

Sean Prather

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: 24

Number of Months per Year: 12

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

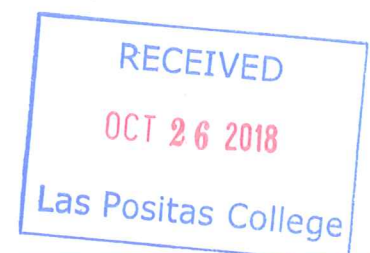
OR From: _____ % to _____ %

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?

Investigates violations, accidents and incidents occurring on campus

Patrols campus grounds either on foot or in a security vehicle; responds to emergencies and various calls for service such as lock-outs, automotive emergencies, etc.; takes reports from citizens

enforces rules and regulations governing the use of college buildings and grounds, issuing citations to violators

Investigates reports of vandalism; performs various types of follow-up investigations

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

List personnel in campus safety

Mike Sugi

Wais Sultan

Joe Dazhan

Jeff Burns

John Giazzi

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.

This position has not been funded for the last two years and we would like to have the position filled with the new increase in funding.

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

Due to an increase in parking fees we would like to request the parking fee funds designated to the campus safety department be utilized to restore the listed position. The position would be covered 100% by the parking fee revenue.

SECTION 2: STUDENT LEARNING AND SUCCESS

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

Support the campus safety department mission of providing a safe and secure learning environment.

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

This position would have a positive impact on accreditation as safety should have little to no influence when students enter campus premises as long as proper safety procedures and personnel are in place. Proper safety procedures and appropriate levels of safety personnel would only enhance the campus' ability to further promote and follow all listed ACCJC 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:

- ❖ 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:

Las Positas College is committed to providing a safe and secure learning environment to all. Safety on campus provides its employees the ability to remain focused on the institution's set planning priorities.

This position restores a vacant position that is needed to maintain a minimum staffing level.

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):


We never requested this position in previous program review because it was already a filled position within our organizational chart. That position can once again be filled utilizing the increase in parking fee funding.

SECTION 5: SAFETY (if applicable)

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

Meeting minimum standards of safety personnel on campus will, in every way, increase the felt level of safety on our campus. The position will provide a higher level of patrol, specifically in student and staff parking lots as well as outer building areas, thus building upon overall improvement in safety.

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	\$	<u>32,183.00</u>
Estimated Benefits Cost:	\$	<u>17,701.00</u>
Total Cost for Position:	\$	<u>49,884.00</u> 

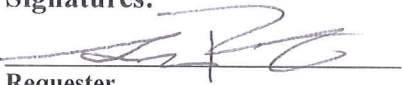
NOTE:

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

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

SECTION 7: REVIEWS

Signatures:




Requester


Shaun Davidson

College Administrative Services Technician
Office of Administrative Services

10-9-18
Date

10/26/18
Date


Dean/Unit Administrator


Vice President

10-25-18
Date

10-25-18
Date