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Date: November 12, 2015

To: Barry A. Russell, Ph.D.  
President

Re: **Ranking Recommendations for Non-Instructional Positions (2015-2016)**

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The Resource Allocation Committee received 23 Non-Instructional Position requests for 2015-2016 as well as 1 Non-Instructional Position request categorized as "information only." The Committee reviewed the positions and had opportunity to ask questions of the Deans or area representatives. Each Committee member individually ranked each position and has agreed to the final ranking order. The 23 positions total \$1,647,859 in annual salaries and benefits. It is the Committee's hope that you will use this information for the Non-Instructional Position hiring.

Attached are the following two documents:

2015-2016 Non-Instructional Position Review Summary

2015-2016 Non-Instructional Position Review Rankings

**Resource Allocation Committee  
Non-Instructional Position Review Summary  
2015-2016**

Position Request #	Member Ranking (1-23)	Area	Position Title	Position Range	Status	Percent Employee	Hours Per Week	# months	Annual Salary Increase	Annual Benefits Increase	Total Cost	Comments
<a href="#">2015-01</a>		Academic Services	Academic Services Dean	Management Range # 19	Restore/New	100%	40	12	\$ 116,303	\$ 58,152	\$ 174,455	
<a href="#">2015-02</a>		Academic Services	Curriculum & Student Outcome Assessment Spec	Estimated 39	New	100%	40	12	\$ 52,612	\$ 26,306	\$ 78,918	New job description--
<a href="#">2015-03</a>		Technology	Computer Network Support Specialist II	49	New	100%	40	12	\$ 67,399	\$ 33,699	\$ 101,098	
<a href="#">2015-04</a>		Admin Services	Fiscal & Admin Services Technician	32	Restore	100%	40	12	\$ 44,162	\$ 22,081	\$ 66,243	
<a href="#">2015-05</a>		Admin Services	Accountant II	44	New	100%	40	12	\$ 59,595	\$ 29,798	\$ 89,393	
<a href="#">2015-06</a>		Security	Security Officer	37	New	100%	40	12	\$ 50,072	\$ 25,036	\$ 75,108	Old form
<a href="#">2015-07</a>		ALSS	Stage Technician	38	Increase	100%	40	12	\$ 8,545	\$ 4,273	\$ 12,818	Incr 100% 10 mo to 100% 12
<a href="#">2015-08</a>		ALSS	Laboratory Technician II Photography	34	Restore	45%	18	10	\$ 17,430	\$ 2,308	\$ 19,738	Old form
<a href="#">2015-09</a>		ALSS	Instructional Assistant II Speech	34	Restore	30%	12	10	\$ 11,620	\$ 1,538	\$ 13,158	Old form
<a href="#">2015-10</a>		ALSS	Theater Manager	Supervisory S260	New	65%	26	12	\$ 46,023	\$ 23,012	\$ 69,035	
<a href="#">2015-11</a>		BSBA	Athletic Eligibility Specialist Sports Information Director	Estimate Range??	New	75%	30	10	\$ 25,060	\$ 12,530	\$ 37,590	??
<a href="#">2015-12</a>		BSBA	Assistant Athletic Director	Estimate Range??	New	100%	40	10	\$ 77,070	\$ 37,184	\$ 114,254	??
<a href="#">2015-13</a>		BSBA	Early Childhood Specialist	34	New	100%	40	10	\$ 38,733	\$ 19,366	\$ 58,099	
<a href="#">2015-14</a>		BSBA	Early Childhood Prof. Develop. Coordinator	45	New	100%	40	12	\$ 61,063	\$ 30,532	\$ 91,595	
<a href="#">2015-15</a>		STEMPS	Instructional Assistant II Auto/Welding	34	Increase	100%	40	12	\$ 28,370	\$ 14,185	\$ 42,555	Incr 60% 10 mo to 100% 12
<a href="#">2015-16</a>		STEMPS	Laboratory Technician II Engineering & Geography	34	Increase	100%	40	12	\$ 8,143	\$ 4,071	\$ 12,214	Incr 100% 10 mo to 100% 12
<a href="#">2015-18</a>		Student Services	Career/Transfer Center Specialist	37	New	100%	40	12	\$ 50,072	\$ 25,036	\$ 75,108	
<a href="#">2015-19</a>		Student Services	Instructional Assistant I Tutorial Center	25	Increase	100%	40	10	\$ 17,913	\$ 14,345	\$ 32,258	Incr 45% 10 mo to 100% 10
<a href="#">2015-20</a>		Student Services	A & R Asst. II	31	New	100%	40	12	\$ 43,121	\$ 21,560	\$ 64,681	
<a href="#">2015-21</a>		Student Services	A & R Asst. I	27	New	50%	20	12	\$ 19,542	\$ 9,771	\$ 29,313	
<a href="#">2015-22</a>		Student Services	Student Records Evaluator	35	New	100%	40	12	\$ 47,662	\$ 23,831	\$ 71,493	
<a href="#">2015-23</a>		Student Services	Veterans Benefits Specialist	35	New	100%	40	12	\$ 47,662	\$ 23,831	\$ 71,493	
<a href="#">2015-24</a>		Student Services	A & R Coordinator	Estimate Range 47	New	100%	40	12	\$ 64,199	\$ 32,099	\$ 96,298	Need Job description
<a href="#">2015-17</a>	<b>INFO ONLY; NOT</b>	Student Services	Director of Student Success & Equity	Estimate manager #17	New	100%	40	120	\$ 100,632	\$ 50,312	\$ 150,944	New job description
<b>Totals</b>									<b>\$ 1,103,003</b>	<b>\$ 544,856</b>	<b>\$ 1,647,859</b>	

**Resource Allocation Committee**  
**Non-Instructional Position Review Rankings**  
**2015-2016**

Position Request Number	Rank*	Division/Area	Position Title	Committee Members												Total Points*	Standard Deviation
				CM-1	CM-2	CM-3	CM-4	CM-5	CM-6	CM-7	CM-8	CM-9	CM-10	CM-11	CM-12		
<a href="#">2015-01</a>	1	Academic Services	Academic Services Dean	3	13	1	3	2	3	1	3	1	4	1	1	36	3.33
<a href="#">2015-19</a>	2	Student Services	Instructional Assistant I Tutorial Center	9	9	2	4	1	1	7	1	18	6	17	15	90	6.27
<a href="#">2015-13</a>	3	BSBA	Early Childhood Specialist	17	1	5	15	15	4	4	6	3	17	2	2	91	6.39
<a href="#">2015-08</a>	4	ALSS	Laboratory Technician II Photography	20	4	7	5	6	9	20	2	10	3	13	12	111	6.08
<a href="#">2015-22</a>	5	Student Services	Student Records Evaluator	13	3	8	12	3	14	6	8	8	13	7	20	115	4.96
<a href="#">2015-20</a>	6	Student Services	A & R Asst. II	15	10	3	14	5	13	5	7	20	15	8	11	126	5.09
<a href="#">2015-02</a>	7	Academic Services	Curriculum & Student Outcome Assessment Spec	10	20	14	11	18	5	13	16	2	11	6	9	135	5.34
<a href="#">2015-03</a>	7	Technology	Computer Network Support Specialist II	11	21	9	2	12	15	17	19	4	2	10	13	135	6.30
<a href="#">2015-18</a>	8	Student Services	Career/Transfer Center Specialist Early Childhood Prof. Develop.	12	12	6	17	13	8	18	4	9	16	14	8	137	4.46
<a href="#">2015-14</a>	9	BSBA	Coordinator	18	2	4	18	19	2	14	12	19	22	3	6	139	7.70
<a href="#">2015-04</a>	10	Admin Services	Fiscal & Admin Services Technician	2	14	23	13	8	16	10	14	14	12	15	14	155	4.98
<a href="#">2015-16</a>	10	STEMPS	Laboratory Technician II Engineering & Geography	6	7	13	22	7	19	8	9	6	23	16	19	155	6.56
<a href="#">2015-11</a>	11	BSBA	Athletic Eligibility Specialist Sports Information Director	21	18	20	8	14	23	3	18	15	8	4	4	156	7.26
<a href="#">2015-21</a>	11	Student Services	A & R Asst. I	14	11	15	7	11	6	15	20	12	9	20	16	156	4.53
<a href="#">2015-05</a>	12	Admin Services	Accountant II	1	5	18	16	21	7	22	5	7	18	19	18	157	7.44
<a href="#">2015-23</a>	13	Student Services	Veterans Benefits Specialist	5	16	21	21	4	10	2	21	13	19	5	21	158	7.63
<a href="#">2015-12</a>	14	BSBA	Assistant Athletic Director	22	8	11	20	23	12	12	17	11	14	9	3	162	5.99
<a href="#">2015-07</a>	15	ALSS	Stage Technician	19	19	17	6	17	20	11	23	5	5	18	7	167	6.64
<a href="#">2015-15</a>	16	STEMPS	Instructional Assistant II Auto/Welding	7	6	12	9	9	17	21	15	21	10	22	23	172	6.29
<a href="#">2015-06</a>	17	Security	Security Officer	4	23	22	1	20	22	23	10	22	1	21	10	179	9.04
<a href="#">2015-10</a>	18	ALSS	Theater Manager	16	22	19	10	22	21	9	22	16	7	11	5	180	6.34
<a href="#">2015-09</a>	19	ALSS	Instructional Assistant II Speech	8	17	16	19	16	11	19	11	17	20	23	22	199	4.58
<a href="#">2015-24</a>	20	Student Services	A & R Coordinator	23	15	10	23	10	18	16	13	23	21	12	17	201	4.94
<a href="#">2015-17</a>		Student Services	Director of Student Success & Equity														

\* Ranking with the Lowest Total Points is the Highest Ranked Position