

Classified Staffing Request Form

Date Submitted: Enter today's date **Job Title:** Enter requested job title

Current FTE: Enter current FTE **Requested FTE:** Enter requested FTE

Department or Program Area: Enter department or program area

Dean or Manager: Enter Dean or Manager's Name

Estimated Salary Range with Benefits: Enter estimated salary range with benefits

CSEA Salary Schedule: <https://www.gcccd.edu/resources/docs/human-resources/salary-schedules/2021-07-01-csea-salary-schedule.pdf>

Position to be funded by: General Fund or, Categorical/Grant - **Funding Source:** Enter name of smart key **Funding Source Smart Key #** Enter smart key number

(The funding has no bearing on the committee's recommendation.)

Procedure:

1. Complete this form for each new position requested. A new position is defined as any position that:
 - a. Has been newly developed,
 - b. Has a percent of contract increase to a higher FTE,
 - c. Was vacated prior to July 1, 2014.
 2. The committee does not review:
 - a. Departmental reorganizations,
 - b. Reclassification of existing positions,
 3. Include the following steps in the process:
 - a. The department chair/coordinator or supervisor/director completes questions 1-6.
 - b. The dean or program area manager collaborates with the department chair/coordinator.
 - c. The divisional/area dean (Academic Affairs or Student Services) or Manager/Director (Administrative Services) **must** sign the last page indicating they reviewed the proposal and support the submission.
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Questions:

1. **Identify basic need. Include specifically how the Strategic Plan, Program Review, Annual Program Review Update, Accreditation or other external review processes support this position.**

Please explain in detail

- a. **Also, how will this position contribute to the [2022-2028 Strategic Plan](#) areas of focus. At least one (1) area must be identified.**

- Educational Excellence
- Completion Culture
- Innovation & Effectiveness
- Operational Excellence
- Community Collaboration

Please explain in detail

2. **How will this position contribute to student success and/or other measures of institutional effectiveness at Grossmont? Please provide data that supports your position (such as number of student served, improvements or enhancements in quality of service and additional services provided)**

Please explain in detail

3. **Describe the positive impact on other programs, departments and or quality of services if this position is filled.**

Please explain in detail

4. **This position is supported by:**

- Legal Mandates
- Program/Accreditation Regulations
- Health & Safety Priorities
- Critical/Threshold of Educational & Support Services
- Essential Operations & Supervision

Please explain in detail

5. **What tasks, duties or services will not be provided if this position is not filled? How is work currently being done? If this position is not funded, how will the work get done?**

Please explain in detail

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APPROVAL PAGE

Job Title: Please enter requested Job Title from page 1

Estimated Salary Range with Benefits: Please enter estimated salary range from page 1

Department Chair/Coordinator Signature: Signature of Department Chair or Coordinator
(*Academic Affairs*)

OR

Supervisor/Director Signature: Signature of Supervisor or Director
(*Administrative Service or Student Services*)

AND

Dean or Manager Signature: Signature of Dean or Manager