Classified Prioritization Process
FY- 2015

Purpose: To identify the process used to prioritize permanent classified positions funded from district unrestricted growth or program development funds (PDF)*. As with all resource needs, new classified positions are identified in the College Integrated Planning System through PrOF/Unit Plans. As District resources are provided for new classified positions, the following process is used for college-wide prioritization.

Process**:

1. **Wednesday, October 8, 2014**: VPA emails the Classified Staffing Request Form (see attached).

2. **Friday, October 24, 2014** (no later than): Managers emails Classified Staffing Request Form for each new permanent classified FTE (new position or increase to existing position) to VPA. Make sure that requests are complete and timely. Please email VPA if you are not submitting requests.

3. **Friday, October 31, 2014** (no later than): Packets of all requests are sent to each manager and Classified Senate representative (President, Vice President, Secretary and Treasurer).

4. **Wednesday, November 12, 2014 (9:00 a.m., location TBD)**: Managers and Classified Senate representatives meet for a Q&A session about the positions. Please remember that all the information should be on the request form. The only additional information that should be presented would be in response to a specific question.

5. **November 12, 2014 (by 5:00pm)**: Committee members submit final rankings to the VPA.

6. **November 13, 2014**: VPA tabulates results and presents final prioritization as recommendation to the College President for review, editing and final approval.

7. TBD: College prioritized list submitted to DO.

8. TBD: Final authorized positions released once available funding is determined.

* As a general district practice, categorically-funded positions are separately evaluated and authorized due to the inherent restrictions and lack of predictability in the amount and timing of the categorical funding streams. When possible, categorical funds may be used to meet needs identified in the college’s institutional planning process that are aligned with the categorical program’s objectives. The categorical program’s plans and resource needs are developed and prioritized by multi-constituency planning groups with a recommendation submitted to the College President for review, editing and final approval.

** The District-wide prioritization process generally occurs in the late summer or early fall, after the State budget is finalized and District resources are appropriated for new classified positions. State budget deficits/reductions can suspend or delay the process due to uncertainty.
Cosumnes River College
Classified Staffing Request Form
2014/2015

Division: ___________________________  Priority: ___ of ___

Position title (official): ___________________________  Pay range (e.g., 32c): ___
          Extn: ___

Schedule: Hrs/wk: ____  Mos/year: ____  FTE*  New: ____  Work schedule: ________________

**Urgency:** Describe how the work is currently being performed and the impact if this position or additional FTE is not granted in this cycle?

_If using temporary classified, identify the total annual hours and challenges using temporary classified staff (e.g., availability of qualified candidates)._ 

**Program/Service Impact:** Describe how the request supports program/service improvement as identified in the PrOF. If the position is not identified in the PrOF, explain why.

**Institutional Impact:** Describe how the request supports specific institutional goals. Include qualitative or quantitative metrics (e.g., number of students served).

* FTE= Full-Time Equivalent = Hours/40 x Months/12, Extn=extension (increase FTE)