

**Classified Staffing Ranking Positions - FINAL**

8/5/2019

ORIGINAL RANKINGS			UPDATED RANKINGS		CATEGORICAL POSITIONS		EMERGENCY POSITIONS	
Position	Score	Rank	Position	Rank	Position	Rank	Position	Rank
Student Health Services Nurse	610	1	Student Health Nurse	1	Student Health Nurse	1	Student Health Nurse	1
Research and Planning Analyst	581	2	Research and Planning Analyst	2	Financial Aid Program Specialist	9	Custodian/PVAC #1	3
Custodian/PVAC #1	566	3	Custodian/PVAC #1	3	CARE Program Specialist	17	Custodian/PVAC #2	4
Custodian/PVAC #2	566	4	Custodian/PVAC #2	4	Financial Aid Services Specialist	35	Production Tech (PVAC)	5
Custodian #1	564	5	Production Tech (PVAC)	5			General Maintenance Worker/HVAC	11
Custodian #2	564	6	Custodian #1	6				
Custodian #3	564	7	Custodian #2	7				
Custodian #4	564	8	Custodian #3	8				
Custodian #5	564	9	Financial Aid Program Specialist	9				
Custodian #6	564	10	Network Specialist I #1	10				
Custodian #7	564	11	General Maintenance Worker/HVAC	11				
Financial Aid Program Specialist	556	12	General Maintenance Worker #1	12				
Production Tech (PVAC)	551	13	General Maintenance Worker #2	13				
Financial Aid Services Specialist	542	14	General Maintenance Worker #3	14				
Curriculum Specialist	541	15	Grounds Maintenance Worker	15				
Evaluations Advisor	533	16	Curriculum Specialist	16				
General Maintenance Worker #1	529	17	CARE Program Specialist	17				
General Maintenance Worker #2	529	18	Library Technician III	18				
General Maintenance Worker #3	529	19	Custodian Lead Night #1	19				
General Maintenance Worker #4	529	20	Custodian Lead Night #2	20				
General Maintenance Worker #5	529	21	Custodian Lead Day	21				
General Maintenance Worker #6	529	22	Evaluations Advisor	22				
General Maintenance Worker #7	529	23	Health Professions Specialist	23				
Network Specialist I #1	527	24	Part time Night Science Lab Tech	24				
Network Specialist I #2	527	25	Custodian #4	25				
Custodian Lead Night #1	518	26	Custodian #5	26				
Custodian Lead Night #2	518	27	Custodian #6	27				
Custodian Lead Day	512	28	Custodian #7	28				
General Maintenance Worker/HVAC	509	29	General Maintenance Worker #4	29				
Library Technician III	503	30	General Maintenance Worker #5	30				
Grounds Maintenance Worker	497	31	General Maintenance Worker #6	31				
CARE Program Specialist	492	32	General Maintenance Worker #7	32				
Health Professions Specialist	482	33	Network Specialist I #2	33				
Sports Information Director	448	34	Sports Information Director	34				
Part time Night Science Lab Tech	446	35	Financial Aid Services Specialist	35				
PD Specialist	425	36	PD Specialist	36				
Athletic Trainer	421	37	Athletic Trainer	37				
Athletic Fields Maintenance Worker	419	38	Athletic Fields Maintenance Worker	38				
Clerical Assistant, Deans	400	39	Clerical Assistant, Deans	39				
Clerical Assistant, Facilities	393	40	Clerical Assistant, Facilities	40				
Clerical Assistant, Student Affairs	366	41	Clerical Assistant, Student Affairs	41				
Clerical Assistant, World Languages	330	42	Clerical Assistant, World Languages	42				

**Summary:**

**Student Health Services Nurse:** The need and student population are glaring factors along with pulling services and not able to meet what the college says they can provide. The current staff is spread thin. No weaknesses or gaps. This is a **categorical funded** position coming from the student health fee and half funding from the general fund.

**Research and Planning Analyst:** The hard data need and with the new Student Centered Formula and program review, the need is apparent.

**Custodian (PVAC – 2 Positions):** These are new positions created for the new Visual Arts Center about to open. The new facility is scheduled to be open in Fall of 2019. Bill McGreevy announced that the Production Tech (PVAC) position for the new facility will be needed as well.

**Custodians (7 Positions):** There are currently 4 custodians on swing shift and 17 on evening duty. Currently 5 buildings without service and the staff is currently working an average of 2 hours of overtime a month. That money could be spent on a new custodial staff. Another observation is the moral of the current staff handling all the tasks at hand with the low numbers. The need is apparent. It is a health, student success, and retention issue we face without proper cleaning/maintenance on campus. Marsha suggested receiving a roster of custodial staff. No position requests have been made in the last two years.

**Financial Aid Program Specialist:** To address the homeless student population. All agree the position of rank is fitting for this particular position.

**Production Tech (PVAC):** The conversation asked to move this higher in priority due to the need for the new PVAC building.

**Financial Aid Services Specialist:** **Categorical funded position.** The committee believes this position was ranked surprisingly high given that two positions were recently added.

**Curriculum Specialist:** The position is to fill a consistency need and for a SLO specialist need. Some in the committee thought this position was ranked a little high.

**Evaluations Advisor:** Appropriately placed in the rankings. There is a need but not a dire need. This would be the 5<sup>th</sup> evaluations position. Two are currently in the process of being hired.

**General Maintenance Worker (7 Positions):** The department is saying that they only have 5 for the district, and short 16. The workers service both district and Grossmont campuses, like the custodians.

**Network Specialist (2 positions):** Computers purchased have been sitting in the warehouse due to lack of staffing to install them in their appropriate places. At least one of these positions is in dire need.

**Custodian Lead Night (2 positions):** Strong need.

**Custodian Lead Day:** Strong need.

**General Maintenance Worker/HVAC:** It was agreed that this position should be ranked higher, even higher than the General Maintenance Worker.

**Library Technician III:** Two retiring this summer and will leave them with 3 staff members. This could be due to the numerous changes in staff as to why the requests have not been made. There is a lack of supervision and safety issues. 7 of 13 positions vacated from 2008 and 2009 have not been filled. The requests warrants that if the need is not filled the library will have to “close”. Switch rank with “Financial Aid Services Specialist” position. Is the staff scheduled appropriately with the staff in place? Four desks to man with evening hours. Need more information about open positions, and retirements.

**Grounds Maintenance Worker:** Currently there are 4 ground maintenance workers. There are health, and safety issues with this position. Grounds are 25% bigger than Cuyamaca’s and yet Grossmont has a smaller staff with new grounds coming on. These employees are ambassadors for the campus as well as resources during emergencies as they are equipped with radios.

**CARE Program Specialist:** **Categorically funded** and currently only have a part-time employee in the role. There is a need with the growing population of students. With confidentiality issues the need for a full-time position is needed rather than a student worker.

**Health Professions Specialist:** **The Nursing program has added three new certificate programs, and the position would be supporting with all clerical duties, outreach, and data collection. It is looking to increase from part-time (.6) to full-time (1). Leave as is and pull out separately as this is not a new position.**

**Sports Information Director:** Someone to market the sports programs on social media as well as documenting stats. Committee agrees that the need for this position is not as great as opposed to the others and should be lowered in rankings. There are a lot of regulations that are met through this position but the program needs a program specialist and refine the description. **Move Down or leave as is...**

**Part-time Night Science Lab Tech:** The argument was made that there is a general need as the evening instructors do not have the time to come in and take care of this. It is also a health and safety issue. It is not equitable for the classes as well to have a full-time tech for the morning but not the evening. This would support weekend courses as well. Staff is supporting this work on off hours and coming in early, unpaid to do so which reduces office hours for students. A request to raise the position higher on the rankings but it was noted that part-time positions do not move forward well over full-time positions.

**Professional Development Specialist:** Placement in rankings is fine.

**Athletic Trainer:** Placement in rankings is fine.

**Athletic Field Maintenance Worker:** Placement in rankings is fine.

**Clerical Assistant (Dean's Office):** Increase in length for position from a 10 month (.55) to a 12 month (.55). Increasing it two more months.

**Clerical Assistant (Facilities):** Placement in rankings is fine. New position.

**Clerical Assistant (Student Affairs):** Increase from a (.4) on an 11 month schedule to a (.8) on a 12 month schedule. Leave as is on the rankings.

**Clerical Assistant (World Languages):** Increase from a (.425) to a (.475). Leave as is on rankings. Want person to work 3 more hours a day.

Updated rankings:

1. Student Health Nurse
2. Research and Planning Analyst
3. Custodian PVAC #1
4. Custodian PVAC #2
5. Production Tech PVAC
6. Custodian #1
7. Custodian #2
8. Custodian #3
9. Financial Aid Program Specialist
10. Network Specialist #1
11. General Maintenance Worker (HVAC)
12. General Maintenance Worker #1
13. General Maintenance Worker #2
14. General Maintenance Worker #3
15. Ground Maintenance Worker
16. Curriculum SLO Specialist
17. CARE Specialist
18. Library Tech
19. Lead Night Custodian #1
20. Lead Night Custodian #2
21. Lead Day Custodian
22. Evaluations Advisor
23. Health Professions Specialist
24. Part-time Night Science Lab Tech
25. Custodian #4
26. Custodian #5

27. Custodian #6
28. Custodian #7
29. General Maintenance Worker #4
30. General Maintenance Worker #5
31. General Maintenance Worker #6
32. General Maintenance Worker #7
33. Network Specialist #2
34. Sports Information Director
35. Financial Aid Services Specialist
36. PD Specialist
37. Athletic Trainer
38. Athletic Fields Maintenance Worker
39. Clerical Assistant, Deans (add 2 months)
40. Clerical Assistant - Facilities
41. Clerical Assistant – Student Affairs
42. Clerical Assistant – World Languages