

**Cuyamaca College Spring 2020 Classified Staff Hiring Priorities
Recommended by the Classified Hiring Priorities Committee April 28, 2020**

Request Ranking	Program/Department and Classified Position	Notes/Rationale
1	Transfer Center: Student Services Specialist	This position is critical because this department is the only student services department without staff support. Currently, this work is being done by a faculty member, thus limiting the counseling support that can be provided. This position was ranked second on the list in 2020, and the need continues to be critical for the College. Student transfer is central to the College's mission, and this position would allow for more students to be served and supported in their transfer pathways.
2	Financial Aid: FA Tech 1	This position is a response to the findings of a Title IV/Department of Education audit and directly addresses compliance issues raised in the audit. The position's responsibilities are currently being undertaken by the Director and several other staff members, and this limits the work that can be done by those other team members. The College serves a particularly high number of students applying for and receiving financial aid, and this position allow the department to better meet the increasing demands/student needs. The position was ranked highly in 2020, and the need persists into this year.
3	Career Services: Student Services Specialist	This position would provide staff support for the counseling services offered in the Career Center. Currently, the only position allocated for the Career Center for Student Services is a counselor. Other Career Center staff members will include Career Education/Strong Workforce team members. The Career Center is designed to provide integrated services for career exploration, work-based learning support, internships, job placement and career preparation, which is important to the College's mission.
4	Engineering: Lab Tech IV	This position is important to fill so that faculty are able to focus on teaching. The position's duties are currently being filled by faculty members, and this is beyond their scope of work. The need for this position has grown significantly over the past few years, with increasing enrollment in engineering courses. The ability of the department to offer classes based on student needs/schedules is severely limited by the lack of this lab tech position.
5	Engineering/Phys Sci: Science Lab Tech III	The position is needed for additional labs in the morning and is supported by data provided. Many of these duties, particularly with respect to health, safety, organization, and storage are not being performed in any organized manner. There are overtime issues with current staffing. Care and maintenance are required for equipment.
6	Child Development: CDC Aid 1	This position is needed to provide additional support for childcare needs. Needed to meet ratio requirements and additional staff is needed to run as a traditional lab school. More staff would allow for a higher number of children to be served.
7	BIO: Science Lab Tech II	This position supports a course that is needed for graduation by a large number of students.
8	BIO: Science Lab Tech III	This position supports the eight anatomy and two microbiology core classes that are normally run every semester. Course need for students across campus is high, upon return to campus instruction.
9	College and Community Relations: Public Info Assistant	There is a great need for this position to further publicize the events and course listings on campus. The PIO could better use their time and resources with enrollment and other areas should this position be filled. The influx of job duties due to COVID and campus closure would warrant the need for an assistant.
10	IESE: Professional Development Specialist	This position is essential to increase our equity focus with PD. This position would offset work currently done by PD coordinator.
11	Veteran Services: VS Specialist	This position is currently being filled with grant funds. A need is there to increase our services to our veterans so they are succeeding in set goals. Would we need to institutionalize with general fund upon grant ending?
12	ASL: Instructional Lab Assistant	Does not provide explanation of how the lack of this position has impacted the program for criteria. Did not provide evidence to support potential growth of program to support criteria. Position request was not tied to strategic plan.
13	Performing Arts: Accompanist	Unclear how lack of this position is hurting the department. More detail is needed to show need and how the lack of the position is hurting Cuyamaca compared to other community colleges in our region as stated in the request.
14	Child Development: CDC Aid 2	Need is there, but second request was a copy of first, how will the second position support the first? Who is completing this work now? There is a need shown to meet the child and aide ratio. More staff would allow for a higher number of children to be served.
15	ASL: Lab Assistant/Discourse Facilitator	Additionally, data on growth would support request. The request was not fully explained, and the position was not linked to the strategic plan. The position description is not attached and the write up does not fully address all questions asked to support the need.
Not Ranked	BIO: Science Lab Tech II	This position was temporarily frozen due to the pandemic. It is currently scheduled to be filled in the next fiscal year. Thus, it was not ranked.

Not Ranked	Counseling: Student Services Specialist	This position was temporarily frozen due to the pandemic. It is currently scheduled to be filled in the next fiscal year. Thus, it was not ranked.
Not Ranked	Instructional Media. Services: Network Specialist II	This position was vacated due to the Supplemental Early Retirement Program. A replacement plan was established for SERP-related vacancies; thus, it was not ranked.
Not Ranked	OH: OH Assistant, Senior	This position was temporarily frozen due to the pandemic. It is currently scheduled to be filled in the next fiscal year. Thus, it was not ranked.
Not Ranked	Instructional Comp. Services: Network Specialist	This position was vacated due to the Supplemental Early Retirement Program. A replacement plan was established for SERP-related vacancies; thus, it was not ranked.
Note: Specific positions on the list that are already funded by grants or specific funding sources, such as categorical programs, may be funded/approved to hire ahead of other positions on the list due to the availability of grant or categorical funding.		

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