



**2017-2018 Program Review Cycle
Resource Requests for**

**Classified Hiring Allocation
Committee
(CHAC)**

These are requests that were submitted by December 1, 2017 during the 2017-2018 Program Review cycle for the 2018-2019 budget.

| Current Code | Requester | Name of Department or Division | Classification Title |
|--------------|--------------------------------------------------|-------------------------------------|--------------------------------------------------|
| CHAC - 01 | Mora Michelle mmora@glendale.edu 5114 | Admissions and Records | Enrollment Services Assistant (5 POSITIONS) |
| CHAC - 02 | Paul Schlossman pschloss@glendale.edu 5594 | Athletics | Student Services Technician |
| CHAC - 03 | sonali perera sperera@glendale.edu 5753 | Business | Student services/couselling and outreach support |
| CHAC - 04 | Andra Verstraete andrav@glendale.edu 5405 | Career Services | Student Services Technician |
| CHAC -05 | Sevada Chamras schamras@glendale.edu 5630 | Chemistry | Instructional Lab Technician |
| CHAC - 06 | Alfred Ramirez aramirez@glendale.edu 5018 | Continuing and Community Education | Instructional Computer Lab Technician |
| CHAC - 07 | Alfred Ramirez aramirez@glendale.edu 5018 | Continuing Education | OFFICE ASSSITANT I |
| CHAC - 08 | Alfred Ramirez aramirez@glendale.edu 5018 | Continuing Education | OFFICE ASSISTANT I |
| CHAC - 09 | Alfred Ramirez aramirez@glendale.edu 5018 | Continuing Education | STUDENT SERVCIES PROGRAM COORDINATOR |
| CHAC - 10 | Alfred Ramirez aramirez@glendale.edu 5018 | Continuing Education | Operations Analyst |
| CHAC - 11 | Alfred Ramirez aramirez@glendale.edu 5018 | Continuing Education | OFFICE ASSISTANT II |
| CHAC - 12 | Nancy Traynor ntraynor@glendale.edu 5312 | Curriculum Management | Administrative Assistant II |
| CHAC - 13 | Emelyn Judge ejudge@glendale.edu 5842 | EMT/Health Sciences | Classified Hourly Temporary EMT Lab Technicians |
| CHAC - 14 | Arda Najarian aeksigian@glendale.edu 5433 | Financial Aid | Financial Aid Technician |
| CHAC - 15 | Lisa Brooks Lbrooks@glendale.edu 5196 | Foundation | Foundation Fundraising Coordinator |
| CHAC - 16 | John Leland leland@glendale.edu 5794 | Geology & Oceanography | Senior Instructional Lab Technician |
| CHAC - 17 | Samir Abou-Rass sabou@glendale.edu 3047 | Glendale College District Police | Police Communications & Records Specialist |
| CHAC - 18 | Samir Abou-Rass sabou@glendale.edu 3047 | Glendale College District Police | Police Corporal Class Code1802 |
| CHAC - 19 | Richard Hayne hayne.richard@gmail.com 8185218739 | Health Science | temporary partime hourly lab technicina |
| CHAC - 20 | Yvette Ybarra yybarra@glendale.edu 3195 | KIN | Facilitie Attendant |
| CHAC - 21 | Yvette Ybarra yybarra@glendale.edu 3195 | KIN | Athletic Trainer |
| CHAC - 22 | Yvette Ybarra yybarra@glendale.edu 3195 | KIN | Women's Athletic Equip Attendant |
| CHAC -23 | Yvette Ybarra yybarra@glendale.edu 3195 | KIN | Strength and Conditioning Coach |
| CHAC - 24 | Eric Hanson ehanson@glendale.edu 5579 | Library & Learning Support Services | Library Technician I |
| CHAC - 25 | Eric Hanson ehanson@glendale.edu 5579 | Library & Learning Support Services | Library Technician II |
| CHAC - 26 | Eric Hanson ehanson@glendale.edu 5579 | Library & Learning Support Services | Library Assistant |
| CHAC - 27 | Gerl Ulrey gulrey@glendale.edu 5677 | Media Arts - Visual Performing Arts | Television Studio Engineer |
| CHAC - 28 | Beth Pflueger pflueger@glendale.edu x5829 | Music Department | Program Assistant (Office Assistant III) |
| CHAC - 29 | Beth Pflueger pflueger@glendale.edu x5829 | Music Department | Senior Instructional Lab Technician |
| CHAC - 30 | Maria Czech mczech@glendale.edu 5025 | Noncredit Business and Life Skills | Student Services Assistant II |
| CHAC - 31 | Maria Czech mczech@glendale.edu 5025 | Noncredit Business and Life Skills | Student Services Assistant |
| CHAC - 32 | Maria Czech mczech@glendale.edu 5025 | Noncredit Business and Life Skills | Student Services Assistant |
| CHAC - 33 | Maria Czech mczech@glendale.edu 5025 | Noncredit Business and Life Skills | Office Assistant III |
| CHAC - 34 | Emelyn Judge ejudge@glendale.edu 5842 | Nursing - Health Sciences | Instructional Nursing Resource Lab Assistant |
| CHAC - 35 | Teri Ismail Tismail@glendale.edu 3071 | Parent Support Center | Early Childhood Educator |
| CHAC - 36 | Guido Girardi guido@glendale.edu x5635 | Performing Arts Technical Support | Performing Arts Technician |
| CHAC- 37 | Guido Girardi guido@glendale.edu x5635 | Performing Arts Technical Support | Performing Arts Technician |
| CHAC - 38 | David Yamamoto davidy@glendale.edu 5476 | Photography | Photography Lab Technician |
| CHAC - 39 | Marcus (Maziar) Afshar mafshar@glendale.edu | Physical Sciences Division | Lab Technician |
| CHAC - 40 | Ed Karpp ekarpp@glendale.edu 5392 | Research, Planning & Grants | Grants, Research, & Planning Coordinator |
| CHAC - 41 | Schlossman Paul pschloss@glendale.edu 5594 | Student Affairs | Administrative Assistant |
| CHAC - 42 | Tzoler Oukayan toukayan@glendale.edu 5457 | Student Outreach Services | Student Services Assistant II |
| CHAC - 43 | Hoover Zariani hzariani@glendale.edu 5789 | Student Services | Student Services Technician |
| CHAC - 44 | David Yamamoto davidy@glendale.edu 5476 | Photography | Senior Photogaphy Lab Technician |
| CHAC - 45 | Robert Hill rhill@glendale.edu x5195 | Academic Counseling | Student Services Technician |
| CHAC - 46 | Robert Hill rhill@glendale.edu x5195 | Assessment | Assessment Center Coordinator |
| CHAC - 47 | Robert Hill rhill@glendale.edu x5195 | Assessment | Student Assessment Assistant |

Requester**CHAC - 01**

Mora Michelle mmora@glendale.edu x5114

Name of Department or Division

Admissions and Records

Full-Time or Part-Time

part-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a new request.

Code (or Year Requested)

If a repeat request, enter tracking Code from CHAC_RR_list.xls spreadsheet accessible from the Program Review website.

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Enrollment Services Assistant (5 POSITIONS) =====

Provide justification statement here.

The conclusion of the need for this position was the result of six months of analysis of current college structure and processes, data gathered by four external consultants who have performed secret shopper assessments, campuswide process-mapping events on January 24, 2018 and March 14, 2018, and numerous meetings by cross-functional committees and groups. It was determined that this classified position is critical to address severe understaffing at Admissions & Records and associated impediments in onboarding processing. This position is central the Institutional Master Plan of the Glendale Community College district in its Guided Pathways framework and focus on increasing student access and success.

Student Success, Equity Goals, Guided Pathways

Underserved students and those most academically at-risk are the individuals who will experience the greatest benefit to increased staff at Admissions & Records. In its Guided Pathway's redesign, the college's cross-functional analysis and dialog has identified that staffing shortages at the Assessment Center and Admissions and Records have produced onboarding delays for students which has become a contributing factor to attrition and lack of access to higher education. All the workload in Admissions and Records supports access to the college and ensuring their completion of study.

Mandatory Requirements

collective bargaining agreement

Mandatory Requirements Explanation

The change in the way hourly workers are being allowed to work does not meet the demands of student access and success due to the college adhering to the Federal Labor laws and our CSEA contract.

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Any other special concerns not previously identified?



Enrollment Services Assistant

Class Code:
234

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE

Established Date: May 18, 2011

Revision Date: May 18, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs clerical work related to admissions and student registration. Disseminates information and answers questions related to admissions and records procedures, gives assistance to the public at the information desk and in the Admissions and Records Office, and refers the public to appropriate areas throughout the entire college campus.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Director and higher-level management personnel.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Provides assistance and information to students at the counter and on the phone regarding admissions, registration, records, assessment process, student parking regulations, enrollment and fees, petitions.

Interprets requests from students and the public to determine what location on campus will meet the person's needs; and then gives directions to that location.

Verifies status of students' enrollment past and present and prepare correspondence to loan companies, banks, employment, government agencies, insurance companies, etc.

Receives and refers complaints to the proper area for resolution.

Processes transcript and verification requests and collects appropriate fees.

Sells college catalogs and class schedules and collects appropriate fees.

Enters student data into computer system.

Responds via e-mail to inquiries regarding general admissions and records procedures and general campus-wide inquiries.

Answers multi-line telephones and direct calls accordingly.

Inventories and orders supplies needed in the Admissions and Records Office and at the information desk.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Office practices, supplies and equipment.

Computer keyboarding and data retrieval.

Privacy aspects of student records.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Fees collection and accounting.

Telephone techniques and etiquette.

Ability to:

Interpret admission policies and regulations as they apply to individuals.

Prepare and process a wide variety of forms and materials required by admissions, registration and enrollment procedures.

Establish and maintain effective relationships with a variety of people contacted in the course of performing assigned duties.

Follow written and oral directions.

Learn, apply, and interpret detailed procedures and regulations.

Use interpersonal skills in effectively communicating with the public.

Work without immediate supervision in a separate environment.

Complete work with many interruptions.

Assist students with Kiosk systems throughout campus.

Train and provide work direction to student workers.

Work confidentially and with discretion.

Work in a multi-cultural environment demonstrating non-bias public relations skills.

EMPLOYMENT STANDARDS

Minimum Qualifications:

High School Diploma or equivalent.

One year of clerical experience working with the public.

DESIRED QUALIFICATIONS:

Experience working in an admission and records office.

Requester

Paul Schlossman pschloss@glendale.edu x5594

CHAC - 02**Name of Department or Division**

Athletics

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position

Request Status

This is a new request.

Code (or Year Requested)

If a repeat request, enter tracking Code from CHAC_RR_list.xls spreadsheet accessible from the Program Review website.

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Student Services Technician =====

Provide justification statement here.

This CHAC request is for a permanent 01 funded full-time Student Services Technician to replace the temporary hourly Student Services Technician who is currently funded through the SSSP budget for 10 months/25 hours per week to provide academic success and support services for the more than 350 student athletes who are members of our 16 men's and women's intercollegiate athletics teams.

Consistent with the District's general Student Services Technician classification and job description, the Student Services Technician provides the following services for the intercollegiate athletics program: 1) performs complex technical work in support of the mission and service initiatives established by the Academic Success & Support Team (ASST); 2) provides leadership for the promotion of a culture of academic success in athletics; 3) assists the Dean of Student Affairs and Director of Athletics with planning and coordinating student athlete support services between Eligibility/Compliance Services, Athletic Counseling, and the coaching staff; 4) facilitates the daily schedule, functions, and services of the Center for Academic Success in Athletics (CASA); 5) provides advisement to student athletes regarding athletic eligibility and makes referrals to on-campus support services; 6) schedules and supervises mandatory student athlete study hall hours offered through CASA; 7) presents student athlete educational workshops and orientation sessions; 8) collaborates with athletics counselors to offer priority registration workshops, academic eligibility and transfer workshops, and other educational workshops for student

athletes; 9) collaborates with coaches to monitor student athlete academic performance and the ongoing collection of student athlete academic progress reports; 10) compiles statistics, analyzes data, and prepares reports on student athlete academic progress and performance; 11) selects, trains, and schedules student workers for CASA.

1) This position connects with the Athletics Administration program review goal as follows: "Increase athletes retention, persistence, and completion."

This position is responsible for conducting research in support of this goal in conjunction with the Office of Research and Planning. Our most up-to-date research includes the following:

STUDENT ATHLETE ACADEMIC PERFORMANCE:

1) Units Attempted/Completed (Mean) Athletes vs. Non Athletes Fall 2015-Spring 2016:

Student Athletes Units Attempted = 13.75 Student Athletes Units Completed = 10.98

Non Student Athletes Units Attempted = 8.55 Non Student Athletes Units Completed = 6.53

2) Grade Point Average (Mean) Athletes vs. Non Athletes:

Fall 2016 -- Spring 2017:

Student Athletes Cumulative GPA (Full Time) = 2.76

Non Student Athletes Cumulative GPA (Full & Part Time) = 2.59

Non Student Athletes Cumulative GPA (Full Time) = 2.96

Fall 2015 -- Spring 2016:

Student Athletes Cumulative GPA = 2.75

Non Student Athletes Cumulative GPA = 2.53

STUDENT ATHLETE COURSE RETENTION RATES:

1) Fall 2015

Student Athletes Course Retention Rate = 95.9%

Non Student Athletes Course Retention Rate = 85.2%

2) Spring 2016

GCC Student Athletes Course Retention Rate = 86.2%

GCC Non Student Athletes Course Retention Rate = 86.7%

STUDENT ATHLETE FALL TO SPRING PERSISTENCE RATE:

1) Fall 2015 to Spring 2016

GCC Student Athletes Persistence Rate = 84.4%

**NOTE: 2016-2017 student athlete academic performance data not yet available for all of the categories above.

2) This position connects to the Student Services Learning Outcomes established for the Intercollegiate Athletics Program as follows: a) "complete the necessary steps required for priority registration;" and b) "complete athletic orientation and demonstrate an understanding of Glendale College and the California Community College Athletic Association regulations."

STUDENT ATHLETE ACADEMIC ELIGIBILITY FOR CCCAA COMPETITION:

1) 2016-2017 Academic Year

330 of 347 (95%) student athletes maintained all CCCAA academic eligibility requirements for intercollegiate completion.

3) This position works with our head coaches, assistant coaches, athletics counselors, and support staff to produce the student success and program outcomes related to student athlete achievement in the following areas specific in the GCC mission statement: a) Basic skills education to achieve basic foundation skills in reading, writing, mathematics, English as a Second Language, and learning and study skills which are necessary for students to succeed in college-level work; b) Lower division post-secondary education to achieve transfer to and success in obtaining a degree at a college or university; c) Career and technical education to achieve employment or enhanced career skills for job advancement; and d) General education to achieve knowledge, skills and attitudes for postsecondary education success, personal enrichment, self-development, and a purposeful and meaningful life as a member of a global community.

Student Success, Equity Goals, Guided Pathways

The Student Services Technician position relates to the Student Success and Support Program (SSSP) Plan, Section II (A)(d) which identifies the following strategic goals consistent with the Educational Master Plan and Student Equity Plan as follows: 1) Awareness. Improve awareness of GCCD resources with increased and effective internal and external communication; 2) Access. Increase student access by developing strategies and systems to improve student articulation, assessment, and basic skills preparedness for both credit and noncredit students; and 3) Persistence and Success. Increase credit and noncredit student persistence and success.

The Student Services Technician is responsible for the facilitation and coordination of student athlete academic support and success services offered through the Center for Academic Success in Athletics (CASA). Launched in Fall 2017, CASA is open for services for student athletes weekly from Monday -- Thursday, 5 hours per day, for a total of 25 hours per week. Since CASA first opened on 9/11/17 through 11/17/17, student athletes made 2,599 individual visits to the center totaling 2,533 hours of service/staff time.

Establishing a permanent Student Services Technician with a full-time, District funded assignment will enable the Athletic Department to both meet the current demand and expand academic success and support services for student athletes.

Mandatory Requirements**Mandatory Requirements Explanation**

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

We currently have a temporary part-time hourly Student Services Technician performing the previously mentioned duties from August 2017 through June 2018 for a total of 725 hours over 145 days. The position is funded through the Student Success and Support Program (SSSP) budget and will not continue if we do not receive District 01 funds to support this need on an ongoing basis.

Any other special concerns not previously identified?



Student Services Technician

Class Code:
405

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 31, 2011
Revision Date: May 31, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs and coordinates complex technical work requiring specialized knowledge of specific student service programs, laws and regulations.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by an academic or classified manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Performs, coordinates and schedules complex technical work related to services, including troubleshooting complex issues.*

Facilitates the daily functions of the program and arranges appointments and schedules.*

Provides advisement to students regarding program requirements and information.*

Maintains materials, provides support and assists students in the use of program resources.*

Interviews students for program participation, determines capabilities, aptitudes and interests.*

Provides assessment information to students and may administer and proctor assessments.

Compiles statistics, analyzes data and prepares reports for state and federal authorities and District

administration.*

Trains lower-level staff on office procedures and student database software.*

May present workshops and provide orientations for staff, students and community groups.*

Coordinates activities or special projects, such as events and community outreach.*

Assists in developing and implementing methods for encouraging usage of program resources.*

Oversees dissemination of program information and maintenance of records.*

Orders, reviews and catalogs supplies and resources and maintains supplies and materials for the program. Monitors budget supply allocation.*

Assists with developing efficient office procedures to manage documentation connected to student programs.*

May perform tasks related to state and federal funded programs, including preparing requests for grants and required reports.

Selects, trains, evaluates and maintains schedules of student workers.*

May perform bookkeeping and financial recording duties.
Performs lower-level or related duties as required.

An asterisk (*) indicates an essential job duty.

MINIMUM QUALIFICATIONS:

Knowledge of:

Common office practices and procedures.

Word processing, spreadsheet and database computer software.

Federal and State regulations, requirements and procedural guidelines pertaining to student programs.

Recordkeeping procedures.

Ability to:

Coordinate simultaneous projects and multitask.

Operate a computer, utilizing word processing, spreadsheet and database software.

Communicate clearly, both orally and in writing.

Establish and maintain effective relationships with students, faculty, staff, outside agencies and the public.

Understand, interpret and apply regulations and program procedures.

Gather and compile statistical and financial data.

Establish and oversee systems and procedures pertaining to student assistance programs.

Analyze a variety of data and make appropriate recommendations.

Present clear and concise oral and written reports.

Interview, train, and provide work direction to student workers.

Develop, maintain and compile complex and accurate records.

EMPLOYMENT STANDARDS

Minimum Requirements:

A combination of six years of college-level education and work experience is required:

A minimum of 20 units of coursework or a degree in Business Administration, Counseling, Human Relations, Human Development, Social Science or related field from an accredited college or university.

AND

Experience in state or federal student assistance and/or employment and training programs, including two years of computer software experience.

DESIRED QUALIFICATIONS:

Experience with student services programs in a college environment.

Requester

sonali perera sperera@glendale.edu x5753

CHAC - 03**Name of Department or Division**

Business

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

new position (i.e. new classification)

Request Status

This is a new request.

Previous Code or Year Requested

2018

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Student services/counseling and outreach support =====

Provide justification statement here.

Accreditation standards requires student support service personal

Student Success, Equity Goals, Guided Pathways**Mandatory Requirements**

accreditation

Mandatory Requirements Explanation

CAHIM/AHIMA accreditation requires the support of clerical/counseling staff

Describe any industry-specific standards or best practices which relate to this request.

In order for a successful implementation of HIT program it is imperative that we secure a clerical/administrative support staff member, both Santa Barbara City College and East Los Angeles community College success has greatly dependent upon the student support

Any other specific information not previously addressed?

Any other special concerns not previously identified?

Requester

Andra Verstraete andrav@glendale.edu x5405

CHAC - 04**Name of Department or Division**

Career Services

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a repeat request from a previous year.

Previous Tracking Code or Year Requested

CHAC-81 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Student Services Technician =====

Provide justification statement here.

Our current staffing pattern is insufficient to meet a growing demand for students' early educational goal setting and career readiness, and demonstrated progress toward their goal as recommended by the Student Success Programs (SSSP) and, tangentially, by the Board of Governor's Student Equity Policy. According to the Task Force's vision, "Declaring a program of study sets incoming students on a specific educational pathway and builds early momentum for their success." To advance student progress in this area, the Student Success Task Force has recommended counseling and career planning interventions.

Due to the SSSP and Student Equity recommendations, as well as Guided Pathways, we will not be able to meet the demand or properly serve our undecided/undeclared students to help them select a course of study (major/meta-major) and a career goal which would negatively impact the number of comprehensive SEP's which could be written. This reduction in comprehensive SEP's also affects the college's funding formula. According to the Chancellor's Office, comprehensive SEP's will account for 35% of the 60% of a cc's operating budget. FTE will now only account for 40% of a cc's funding.

Students currently are limited as to when they could visit the career center due to the limited number of staff hours. Students who need to schedule appointments, research majors and careers, and/or take career assessments currently have to do so with the confines of limited times and inflexible schedules.

Student Success, Equity Goals, Guided Pathways

We cannot possibly serve the amount of students that come to our center with only one classified employee at 40 hours per week. Due to state mandates and equity programs which include a career component. All students will be required to utilize the career center and we are woefully understaffed.

Below are current actual numbers of students served in the Career Center from Winter/Spring/Summer 2017; I've also included Job Placement numbers to indicate how busy we have been since we combined under one umbrella, Career Services:

Career Center

- 4,924 students dropped into the career center and were assisted by staff (not to be confused with previous numbers of students who were undecided, but may not have visited the career center)
- 135 workshops were offered and conducted by counselors and staff: undecided majors, successful interview strategies, explore majors/careers, job search, and newly added LinkedIn.
- Increased the number of Career Planning Classes (STDV 125 & 145) to 19 sections for the year including two summer courses serving 400 + enrolled students
- 400+ students were given career assessments as part of the math and EOPS collaborative projects
- 899 students were seen for counseling appointments
- 522 students were reached through group assessments, workshops and presentations

Job Placement Center

- Received over 550 applications for student worker positions
- Interviewed 350 students
- Hired 150 brand new student workers last week
- 2,458 visits to the Job Placement Center since 01/01/2017 when we implemented online check-in
- 2,108 employers have registered with the center
- "Attire for Hire" event gave away 1000 pieces of professional clothing and accessories donated by GCC faculty, staff and administrators; collected over \$15,000 of donations from 5 local dry cleaners for this particular event.

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

Describe how the duties are being absorbed by the Department:

The duties are currently being managed by The Director, Program Manager III, Andra Verstraete who has periodically hired an hourly employee to cover the late afternoons/evenings since the Career Center is open until 7 pm and will ultimately be opened until 8 p.m. This person is critical for the essential running of the department. For many years we have had this position but Anna Lafflam retired in 2010 and we have not been allowed to fill this vacancy. With the increased demand for Career Services because of state mandates it is very important that we fill this position.

Any other specific information not previously addressed?

Any other special concerns not previously identified?



Student Services Technician

Class Code:
405

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE

Established Date: May 31, 2011

Revision Date: May 31, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs and coordinates complex technical work requiring specialized knowledge of specific student service programs, laws and regulations.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by an academic or classified manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Performs, coordinates and schedules complex technical work related to services, including troubleshooting complex issues.*

Facilitates the daily functions of the program and arranges appointments and schedules.*

Provides advisement to students regarding program requirements and information.*

Maintains materials, provides support and assists students in the use of program resources.*

Interviews students for program participation, determines capabilities, aptitudes and interests.*

Provides assessment information to students and may administer and proctor assessments.

Compiles statistics, analyzes data and prepares reports for state and federal authorities and District

administration.*

Trains lower-level staff on office procedures and student database software.*

May present workshops and provide orientations for staff, students and community groups.*

Coordinates activities or special projects, such as events and community outreach.*

Assists in developing and implementing methods for encouraging usage of program resources.*

Oversees dissemination of program information and maintenance of records.*

Orders, reviews and catalogs supplies and resources and maintains supplies and materials for the program. Monitors budget supply allocation.*

Assists with developing efficient office procedures to manage documentation connected to student programs.*

May perform tasks related to state and federal funded programs, including preparing requests for grants and required reports.

Selects, trains, evaluates and maintains schedules of student workers.*

May perform bookkeeping and financial recording duties.
Performs lower-level or related duties as required.

An asterisk (*) indicates an essential job duty.

MINIMUM QUALIFICATIONS:

Knowledge of:

Common office practices and procedures.

Word processing, spreadsheet and database computer software.

Federal and State regulations, requirements and procedural guidelines pertaining to student programs.

Recordkeeping procedures.

Ability to:

Coordinate simultaneous projects and multitask.

Operate a computer, utilizing word processing, spreadsheet and database software.

Communicate clearly, both orally and in writing.

Establish and maintain effective relationships with students, faculty, staff, outside agencies and the public.

Understand, interpret and apply regulations and program procedures.

Gather and compile statistical and financial data.

Establish and oversee systems and procedures pertaining to student assistance programs.

Analyze a variety of data and make appropriate recommendations.

Present clear and concise oral and written reports.

Interview, train, and provide work direction to student workers.

Develop, maintain and compile complex and accurate records.

EMPLOYMENT STANDARDS

Minimum Requirements:

A combination of six years of college-level education and work experience is required:

A minimum of 20 units of coursework or a degree in Business Administration, Counseling, Human Relations, Human Development, Social Science or related field from an accredited college or university.

AND

Experience in state or federal student assistance and/or employment and training programs, including two years of computer software experience.

DESIRED QUALIFICATIONS:

Experience with student services programs in a college environment.

Requester

Sevada Chamras schamras@glendale.edu x5630

CHAC - 05**Name of Department or Division**

Chemistry

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-9 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

0

If requesting ADDITIONAL hours or months

0

Proposed Classification Title (existing positions only) =====

Instructional Lab Technician =====

Provide justification statement here.

| CHAC Request for CHEM Instr. Lab. Technician | | | |
|-----------------------------------------------------|-------------|-------------|------------------|
| | Spring 2002 | Spring 2018 | Percent Increase |
| Weekly Lab Technician Hours | 70 | 80 | 14.3 |
| Weekly Lab Meetings | 34 | 62 | 82.4 |
| Weekly Student Worker Hours | 20 | 80 | 300.0 |

As seen in the table above, during the past 16 years, the Chemistry program has registered a substantial growth. This growth has also been continuous and steady. In Spring of 2002 there were for 34 weekly laboratory meetings with 70 hours of allocated laboratory technician time, whereas in Spring of 2018 there are 62 laboratory meetings (182.4% of 34) with 80 technician hours (only a 14.3% increase). Also, as can be seen in the bottom row of the table, the number of weekly student worker hours has gone up 300%. Adding student worker time is only a "Band-aid" strategy in addressing the shortage of technician hours, as students are naturally far less efficient and effective, with limited skills and range of responsibilities in accordance with laboratory safety rules and regulations. Employing a third laboratory technician for at least 30 hours will result in many improvements for the chemistry program, such as increased safety and enhanced quality of laboratory instructions and stockroom operations. We are hereby requesting a temporary (to test the effectiveness of this approach) 30 weekly hours of

laboratory technician.

Student Success, Equity Goals, Guided Pathways

This request is directly related to student success and learning. If hiring a third technician is materialized, students enrolled in chemistry courses will be provided a better, more consistent and safer service by tree stockroom staff.

Mandatory Requirements

health/safety

Mandatory Requirements Explanation

An overloaded workforce will be distracted away from safety in order to complete the task. The operations have grown, with the same number of technicians.

Describe any industry-specific standards or best practices which relate to this request.

According to OSHA regulations (reference: http://www.ccohs.ca/oshanswers/occup_workplace/labtech.html): "Plan and organize work to avoid stress and fatigue associated with long work days, shift work and tight deadlines".

The two laboratory technicians are very organized with their tasks and time. Due to large volume of work however, they usually experience stress to meet deadlines, and at times do not meet the deadlines on time.

Any other specific information not previously addressed?

None.

Any other special concerns not previously identified?

None.



Instructional Lab Technician

Class Code:
321

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 20, 2011
Revision Date: May 20, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs technical, clerical, and tutoring duties in an Instructional Lab, and accommodates computer-assisted learning programs to the curriculum assigned. Positions assigned to this classification may work, in an English, Math, Basic Skills, Writing, Office Skills, Word Processing, Disabled Students, Fine Arts Laboratory or Science Laboratory.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by an administrator or classified manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Assists students individually and in small groups in laboratory work provided by instructors.

Monitors student progress.

Keeps records of student work according to established procedure.

Assists in training of Instructional Aides.

Assists faculty in preparing the Laboratory's annual budget, and in gathering data and drafting portions of grant proposals.

Coordinates the use of the Lab's equipment and facilities, prepares requisitions, and keeps records of supplies and equipment.

Maintains the security and physical appearance of the Laboratory.

Assists instructors in scoring and recordkeeping.

Translates and modifies computer-assisted instructional programs in the subject area for use in the Laboratory.

Tutors students in subject area and assists them in computer use.

Selects, trains, evaluates and maintains schedules of student workers.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic composition.

English usage, grammar and spelling.

Understanding of the operation of word processors.

The subject area of the Laboratory assigned.

Ability to:

Coordinate the tutorial program to provide effective coverage during the Laboratory's hours of operation.

Assist and support the teaching of the subject area assigned.

Understand and carry-out instructions.

Establish and maintain effective working relationships.

Demonstrate the proper utilization of equipment and materials.

Keep accurate records and perform basic statistical calculations.

Operate a computer terminal and other office equipment.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree from an accredited college or university or equivalent in the subject area of assignment.

One year of experience assisting students or teaching the subject of the assignment to adults either at the community college or adult education level. Experience with computers, and computer assisted instruction in the use of word processing programs.

One year of experience working in the area assigned.

DESIRED QUALIFICATIONS:

Bachelor's degree in the assigned area from an accredited college or university.

Requester

CHAC - 06

Alfred Ramirez aramirez@glendale.edu x5018

Name of Department or Division

Continuing and Community Education

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a new request.

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

5 hours

If requesting ADDITIONAL hours or months

1 FTE

Proposed Classification Title (existing positions only) =====

Instructional Computer Lab Technician =====

Provide justification statement here.

The college has increased summer sessions since 2016. We have increased the total FTES from 2,218 in 2015-2016 to 2,485 in 2016-2017. Additional support is needed to meet this need and to maintain increased lab hours.

Student Success, Equity Goals, Guided Pathways

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Any other special concerns not previously identified?

The state has increased funding for noncredit, equalizing the Career Development and College Preparation (CDCP) apportionment rate with the understanding that colleges will utilize funds to enhance services to noncredit students. This is a small request in funding augmentation based on the approximate \$3 million in additional funds to the college.



Instructional Computer Lab Technician

Class Code:
318

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 20, 2011
Revision Date: May 20, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of duties related to computerized instructional support requiring the ability to use general and discipline specific software applications (programs).

DISTINGUISHING CHARACTERISTICS

An Senior Instructional Computer Lab Technician assumes responsibility for student instructional assistance exercising independent judgment in the interpretation and application of classroom procedures and policy. May coordinate duties of lower-level staff.

An Instructional Lab Technician provides instructional support within a framework of established procedures. The work of this class requires knowledge of general and discipline-specific software applications, and the ability to choose a limited number of alternatives in solving routine problems.

An Assistant Instructional Computer Lab Technician assists in providing instructional support within established guidelines and under immediate supervision. While a variety of tasks may be assigned, changes in procedures or exceptions are explained in detail as they arise.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by Information and Technology Services management personnel.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Operates lab computers and network(s).

Assists students individually or in small groups with use of hardware and software applications; resolutions of associated problems.

Assist in preparation of instructional materials; copy paper and electronic materials; proctor exams.

Demonstrates to students and faculty the effective use of equipment and classroom materials.

Assists in the coordination of laboratory equipment and facilities.

Collects and records data regarding student attendance, equipment performance, and supply and program inventory.

Coordinates the use of the lab's equipment and facilities.

Selects, trains, evaluates and maintains schedules of student workers.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Current computer hardware and software and discipline-specific software.

Ability to:

Assist individual students in the use of the academic computing laboratory.

Establish and maintain effective working relationships with faculty, students and staff.

Read, comprehend and explain computer software user instruction manuals.

Demonstrate the proper utilization of equipment and materials.

Maintain order and discipline in the lab.

Successfully learn new software programs in a short period of time.

Understand and carry-out instructions.

Work effectively without supervision and when required, exercise prudent judgment necessary to a multi-cultural learning environment.

Recognize common errors with hardware and software, and take corrective actions.

Verbal and written communication skills.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree from an accredited college or university or equivalent in the subject area of assignment.

Two years of experience assisting students or teaching the subject of the assignment to adults either at the community college or adult education level.

Experience with computers, and computer assisted instruction in the use of word processing programs.

ADDITIONAL INFORMATION:

Continuing Education Requirements:

Stay current in changing technology in assigned lab by reading and attending seminars and classes.

DESIRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university.

Requester

CHAC - 07

Alfred Ramirez aramirez@glendale.edu x5018

Name of Department or Division

Continuing Education

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC – 50 (2016-2017)

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

22 HOURS

If requesting ADDITIONAL hours or months

1 FTE

Proposed Classification Title (existing positions only) =====

OFFICE ASSSITANT I =====

Provide justification statement here.

The college serves people from a variety of geographical areas but primarily serves a diverse population of the Greater Los Angeles region. Noncredit FTES has increased from 2,218 in 2015-2016 to 2,485 in 2016-2017. Staffing in the evening is not adequate to meet instructional needs and hours.

Student Success, Equity Goals, Guided Pathways

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Noncredit Career Development and College Preparation (CDCP) apportionment rates were equalized by the state budget for the desired purpose of supporting noncredit programs. The college has received an estimated \$3 million in augmentation. Support for this request is minimal compared to the funding provided.

Any other special concerns not previously identified?



Office Assistant I

Class Code:
2104

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 23, 2011
Revision Date: May 23, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of routine office and general clerical duties according to established procedures.

DISTINGUISHING CHARACTERISTICS

A Office Assistant I performs entry-level repetitive general clerical work within established procedures. While a variety of tasks may be assigned, each step usually fits a pattern and changes in procedures or exceptions are explained in detail as they arise.

A Office Assistant II performs a wide variety of journey-level general clerical duties within a framework of established procedures. The work of this class requires a knowledge of clerical systems and procedures, and the ability to choose among a limited number of alternatives in solving routine problems.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a classified or academic manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Performs general clerical duties according to established office procedures.

Compares and verifies data and information for accuracy and completeness.

Gathers and arranges diversified data and compiles reports, forms, schedules, etc., as required.

Returns documents to source for correction or obtains correct information by tracing and investigating clerical discrepancies and makes appropriate changes.

Performs a wide variety of coding, posting, sorting, calculations, answering phones to take and relay messages, figures, opens mail, issues receipts, and other such related tasks.

Operates miscellaneous office equipment incidental to completion of assigned duties.

Receives and delivers inter-office communications, general mail, and other materials.

Operates duplicating, collating, and binding equipment as required.

May accept cash for processing transactions.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

General office practices and procedures.

Ability to:

Perform routine clerical work.

Operate standard office equipment.

Follow oral and written directions.

Train and provide work direction to others.

EMPLOYMENT QUALIFICATIONS

Minimum Qualifications:

Graduation from High School or equivalent.

Six months of clerical experience.

Requester

CHAC - 08

Alfred Ramirez aramirez@glendale.edu x5018

Name of Department or Division

Continuing Education

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

new position (i.e. new classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC – 49 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

OFFICE ASSISTANT I =====

Provide justification statement here.

The college serves people from a variety of geographical areas but primarily serves a diverse population of the Greater Los Angeles region that is capable of benefiting from instruction in credit, noncredit, and community education programs. Noncredit FTES has increased from 2,218 in 2015-2016 to 2,485 in 2016-2017. Staffing in the evening is not adequate to meet instructional needs and hours.

Student Success, Equity Goals, Guided Pathways

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Noncredit Career Development and College Preparation (CDCP) apportionment rates were equalized by the state budget for the desired purpose of supporting noncredit programs. The college has received an estimated \$3 million in augmentation. Support for this request is minimal compared to the funding provided.

Any other special concerns not previously identified?



Office Assistant I

Class Code:
2104

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 23, 2011
Revision Date: May 23, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of routine office and general clerical duties according to established procedures.

DISTINGUISHING CHARACTERISTICS

A Office Assistant I performs entry-level repetitive general clerical work within established procedures. While a variety of tasks may be assigned, each step usually fits a pattern and changes in procedures or exceptions are explained in detail as they arise.

A Office Assistant II performs a wide variety of journey-level general clerical duties within a framework of established procedures. The work of this class requires a knowledge of clerical systems and procedures, and the ability to choose among a limited number of alternatives in solving routine problems.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a classified or academic manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Performs general clerical duties according to established office procedures.

Compares and verifies data and information for accuracy and completeness.

Gathers and arranges diversified data and compiles reports, forms, schedules, etc., as required.

Returns documents to source for correction or obtains correct information by tracing and investigating clerical discrepancies and makes appropriate changes.

Performs a wide variety of coding, posting, sorting, calculations, answering phones to take and relay messages, figures, opens mail, issues receipts, and other such related tasks.

Operates miscellaneous office equipment incidental to completion of assigned duties.

Receives and delivers inter-office communications, general mail, and other materials.

Operates duplicating, collating, and binding equipment as required.

May accept cash for processing transactions.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

General office practices and procedures.

Ability to:

Perform routine clerical work.

Operate standard office equipment.

Follow oral and written directions.

Train and provide work direction to others.

EMPLOYMENT QUALIFICATIONS

Minimum Qualifications:

Graduation from High School or equivalent.

Six months of clerical experience.

Requester

Alfred Ramirez aramirez@glendale.edu x5018

CHAC – 09**Name of Department or Division**

Continuing Education

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

new position (i.e. new classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC – 83 (2016-2017)

ADDITIONAL hours or months?**If requesting ADDITIONAL hours or months**

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

STUDENT SERVCIES PROGRAM COORDINATOR =====

Provide justification statement here.

The college serves people from a variety of geographical areas but primarily serves a diverse population of the Greater Los Angeles region that is capable of benefiting from instruction in credit, noncredit, and community education programs. Noncredit FTES has increased from 2,218 in 2015-2016 to 2,485 in 2016-2017. Staffing in the evening is not adequate to meet instructional needs and hours.

Student Success, Equity Goals, Guided Pathways**Mandatory Requirements****Mandatory Requirements Explanation**

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Noncredit Career Development and College Preparation (CDCP) apportionment rates were equalized by the state budget for the desired purpose of supporting noncredit programs. The college has received an estimated \$3

million in augmentation. Support for this request is minimal compared to the funding provided.

Any other special concerns not previously identified?



Student Services Program Coordinator

Class Code:
420

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE

Established Date: May 31, 2011

Revision Date: May 31, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Assists the administration and faculty in maximizing positive student experiences/outcomes by developing, implementing and administering the various elements of a student service program.

Coordinates program staff and all program activities. Communicates with area school district and college personnel on an individual basis and through oral presentations. Prepares statistical reports and maintains accurate records.

SUPERVISION RECEIVED AND EXERCISED

Supervision received by the Vice President of College Services or designee.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Coordinates program staff and all program activities.

Monitors program budget and develops office procedures for efficient management of all documentation connected with student programs; assesses and evaluates emerging programs.

Maintains calendar of events; coordinate scheduling with appropriate college personnel.

Acts as liaison and coordinates with applicable agencies, businesses, community groups and targeted

schools.

Organizes program activities both on and off campus.

Designs and delivers oral presentations; facilitates training and workshops.

Compiles statistics; "best practices" data; conducts research; evaluates, reports and maintains records regarding program effectiveness.

Assists Research and Planning in designing and implementing focus groups and surveys.

Represents the District at relevant state and federal conferences.

Utilizes resources and activities, initiates correspondence related to dissemination of information pertinent to program focus.

Design and maintain inventory of program brochures, materials.

Selects, trains, evaluates and maintains schedules of student workers.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Personnel and budgetary principles.

Program purpose; strategies and techniques to achieve goals.

Financial recordkeeping and office management procedures.

Public relations; group presentations; effective dialogue and communication in a multi-cultural environment.

Planning, organizing and coordinating activities related to program.

Report writing and statistical analysis.

Workshop and group facilitation techniques.

Proper distribution of program materials.

Related student services functions and resources.

Ability to:

Monitor personnel and budgets effectively.

Represent Glendale College within the parameters of established guidelines.

Prepare and deliver oral presentations and reports.

Communicate effectively in writing and orally.

Plan, organize, coordinate, and conduct program-related events and activities.

Work effectively with diverse populations.

Compile statistics, collect "best practices" data; conduct research, write reports, maintain records and files.

Interact with college departments, faculty and administration as necessary to perform duties.

Work independently and in teams.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

A combination of seven years of college-level education and work experience is required.

Education: Coursework or degree in Counseling, Social Sciences, Business Administration from an accredited college or university or other educational programs directly related to the duties to be performed.

Experience: Technical experience in state or federal student assistance or student services programs in a college environment or other work directly related to the specific duties to be performed. This experience must include at least two years of paid experience in various computer software, including word processing and financial programs.

Licenses:

Valid California driver license.

DESIRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university.

Requester

CHAC - 10

Alfred Ramirez aramirez@glendale.edu x5018

Name of Department or Division

Continuing Education

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

new position (i.e. new classification)

ADDITIONAL hours or months?

If requesting ADDITIONAL hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Request Status

This is a new request.

Proposed Classification Title (existing positions only) =====

Operations Analyst =====

Provide justification statement here.

The college serves people from a variety of geographical areas but primarily serves a diverse population of the Greater Los Angeles region. Noncredit FTES has increased from 2,218 in 2015-2016 to 2,485 in 2016-2017. Staffing in the evening is not adequate to meet instructional needs and hours.

Student Success, Equity Goals, Guided Pathways

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

Grants (AEFLA, NCSSP, WIOA, CalWORKs) are trending to provide combined data. Our IT department has indicated that programs will be responsible for MIS reporting. Noncredit has lacked specific research data accessible to administration and instructional leaders. This position will be responsible for all of that including the collaboration with credit staff in IT, Research & Planning, Admissions, Instruction and Student Services.

Any other specific information not previously addressed?

Noncredit Career Development and College Preparation (CDCP) apportionment rates were equalized by the state budget for the desired purpose of supporting noncredit programs. The college has received an estimated \$3 million in augmentation. Support for this request is minimal compared to the funding provided.

Any other special concerns not previously identified?

Proposed

GLENDALE COMMUNITY COLLEGE DISTRICT

CLASS DESCRIPTION

OPERATIONS ANALYST (noncredit)

DEFINITION

Analyzes and defines the Enterprise Resource Planning (ERP) system functions, business processes, and reporting requirements for system modifications and enhancements in the assigned department. This position is responsible for performing functional configuration and tasks related to evaluating, testing, implementing, training, documenting and maintaining system operations.

SUPERVISION

Supervision is received by the Department Administrator. *w manager*

EXAMPLE OF DUTIES

Evaluates and advises on a variety of enhancements, modifications and upgrades on the ERP system including user work processes, system functionality requirements, and current system functions.

Tracks and documents ERP changes in functional and business specifications and writes detailed, easy to understand procedures for end users.

Provides technical assistance, training to users, and supports other training directly related to using the ERP system in the assigned department.

Works with the department management to develop requirements for new systems and enhancements to existing systems, and ensures that the system design meets the needs of the users. *and responds to reporting requirements*

Collaborates with department management and functional users to identify opportunities to improve business processes and recommends changes for increased efficiency and effectiveness of office operations; communicates project requirements and needs to management.

Maintains and updates set-up and configuration of the department's ERP system; troubleshoots, diagnoses and resolves system application problems. *responsible for the noncredit schedule and registration setup for each term.*

Plans, coordinates, and performs system application testing; troubleshoots system problems after release changes and/or upgrades and makes changes in configurations to resolve errors.

Serves as ERP system application liaison between departmental users such as, Admissions and Records, Administrative Services, and programming staff in the analysis, design, functional configuration, testing, and maintenance of the ERP system. *X*

Other related duties as assigned. *registration setup*

8/18/17

QUALIFICATIONS**Knowledge of:**

Basic principles of systems, functionality, configuration, and testing.

Accepted business process analysis methods, techniques, and tools.

Federal and state laws, regulations, ordinances, and codes directly related to assigned department, *including community college data element reporting.*

Standard business software, including word processing, spreadsheet, presentation, and database software.

Practices and procedures for developing program and user documentation.

Enterprise system applications and functionality.

Ability to:

Perform business process analysis and reach sound, logical conclusions regarding user needs and business requirements.

Analyze, troubleshoot, diagnose and provide appropriate solutions to application problems.

Prepare clear, concise and comprehensive specifications, reports, documentation and other written materials.

Analyze and develop improvements for department ^{reporting} ERP manuals and procedures.

Stay current and update skills to adapt to changing technology.

Exercise sound judgment and make department recommendations in accordance with federal and state regulations and internal policies and procedures.

Establish and maintain effective working relationships with managers, faculty, staff, users, and outside parties.

Read, interpret, explain, and apply technical information to technical and non-technical users.

Work independently and as a team member with minimal supervision.

Manage a high volume workload, set priorities and work under pressure.

Understand, interpret and apply federal and state laws, regulations and program procedures applicable to assigned department.

Gather and compile statistical and financial data.

Communicate effectively both verbally and in writing.

Set up, monitor and maintain systems and procedures pertaining to financial aid programs.

Present and write clear and concise oral and written reports.

Assist and train other staff.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Bachelor's Degree in Management Information Systems, Computer Science, Computer Engineering, Business Administration, Public Administration, or a related field from an accredited college or university.

Two years of direct work experience in performing business process analysis and participating in the design, development and implementation of business applications related to assigned area.

or

Associate's Degree in Management Information Systems, Computer Science, Computer Engineering, Business Administration, Public Administration, or a related field from an accredited college or university.

Five years of direct work experience in performing business process analysis and participating in the design, development and implementation of business applications related to assigned area.

Desired Qualifications:

Experience with an Enterprise Resource Planning (ERP) system in higher education environment.

Requester

CHAC - 11

Alfred Ramirez aramirez@glendale.edu x5018

Name of Department or Division

Continuing Education

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC – 51 (2016-2017)

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

22 HOURS

If requesting ADDITIONAL hours or months

1 FTE

Proposed Classification Title (existing positions only) =====

OFFICE ASSISTANT II =====

Provide justification statement here.

The college serves people from a variety of geographical areas but primarily serves a diverse population of the Greater Los Angeles region that is capable of benefiting from instruction in credit, noncredit, and community education programs. Noncredit FTES has increased from 2,218 in 2015-2016 to 2,485 in 2016-2017. Staffing in the evening is not adequate to meet instructional needs and hours.

Student Success, Equity Goals, Guided Pathways

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Noncredit Career Development and College Preparation (CDCP) apportionment rates were equalized by the state budget for the desired purpose of supporting noncredit programs. The college has received an estimated \$3 million in augmentation. Support for this request is minimal compared to the funding provided.

Any other special concerns not previously identified?



Office Assistant II

Class Code:
2110

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 23, 2011
Revision Date: May 23, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of general office and clerical work requiring the ability to interpret and apply procedures and policies to assigned routines.

DISTINGUISHING CHARACTERISTICS

A Office Assistant II performs a wide variety of journey-level general clerical duties within a framework of established procedures. The work of this class requires a knowledge of clerical systems and procedures, and the ability to choose among a limited number of alternatives in solving routine problems.

A Office Assistant III assumes functional responsibility for a general administrative and clerical activity. The work of this class requires the exercise of independent judgment in the interpretation and application of rules, procedures, policies, and precedents.

A Office Assistant I performs entry-level repetitive general clerical work within established procedures. While a variety of tasks may be assigned, each step usually fits a pattern and changes in procedures or exceptions are explained in detail as they arise.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a classified or academic manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Performs a wide variety of clerical work including proofreading, light typing, filing, checking and recording

information on records; sorts, codes, and files correspondence, vouchers, forms, documents, and other materials numerically, alphabetically or by other predetermined classification.

Checks records and papers for clerical and arithmetic accuracy, completeness, and compliance with established standards and procedures.

Acts as a desk assistant or receptionist, accepts applications for a variety of school services; answers the telephone and waits on the general public, giving information as required.

Maintains sections of a central records system; enters or extracts information on or from records.

Types a various data on vouchers, cards, and other forms; addresses envelopes, operates a duplicating or photocopying machine.

Maintains simple statistical records.

Orders, receives, stores, issues and delivers supplies, books, materials, and equipment.

Operates a personal computer, typewriter, and other office equipment.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office methods and equipment.

Ability to:

Perform varied clerical work involving independent judgment and accuracy.

Spell correctly, use appropriate English and make arithmetical computations.

Operate a computer and standard software programs.

Learn to interpret rules, regulations, laws, and procedures.

Understand and carry out oral and written directions.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Graduation from High School or equivalent.

One year of clerical experience.

Requester

Nancy Traynor ntraynor@glendale.edu x5312

CHAC - 12**Name of Department or Division**

Curriculum Management (Instructional Services)

Full-Time or Part-Time

full-time

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a new request.

ADDITIONAL hours or months?**If requesting ADDITIONAL hours or months**

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40)

Proposed Classification Title (existing positions only) =====

Administrative Assistant II =====

Provide justification statement here.

The number of changes that are being put through the Curriculum & Instruction (C&I) Committee is beginning to increase, starting with 354 in 2014-2015 growing to 745 in 2015-2016 (data from program review). We anticipate this increase will continue as the State makes changes and adjustments to its curriculum policies. Additionally, the College has implemented a new Curriculum database, which will be used by members of the C&I Committee and all faculty developing or revising curriculum. This new database will assist the Curriculum office in keeping up with State and local mandated review processes.

Student Success, Equity Goals, Guided Pathways

I anticipate Curriculum being very involved with guided pathways, making sure our programs and courses align with the direction of the college. This may mean reviewing and updating existing courses and programs which will bring additional work to the Curriculum Office.

Mandatory Requirements**Mandatory Requirements Explanation**

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

The Curriculum Office handles between 700-800 course and program changes per year. The C&I Committee meets twice a month, which means there are double the minutes and agenda items compared to other committees on campus. An additional person would help with the curriculum process, including, but not limited to: providing initial help to faculty working on course development or revision, posting and maintaining online curriculum resources and internal files, and compiling agendas and recording minutes for the C&I Committee.

With the addition of an Administrative Assistant II to assist faculty and staff, the Curriculum Office and C&I Committee can focus on the efficiency and accuracy of content being submitted and our goal of aligning with the guided pathways the college is putting in place.

Any other special concerns not previously identified?



Administrative Assistant II

Class Code:
000272

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 12, 2011
Revision Date: May 12, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Provides a variety of administrative support for a College Dean or an Administrative Office; assists with multiple major programs; assigns, monitors and reviews work of lower-level staff; independently compiles data and prepares major funding and accountability reports. Typically, a Dean's area or Administrative Office is larger in size with greater diversity of office traffic.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by a Dean and/or Administrative Director.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Performs administrative support work for a Dean and/or Administrative Director by handling daily office situations such as establishing priorities to meet deadlines, maintaining records, completing Board Action Slips, assignment sheet for classified and time sheets for faculty, classified, and students assigned to reporting departments.

Greets and screens telephone calls, students, faculty, staff and visitors in a pleasant and helpful manner; responds to questions, requests, and complaints from students, staff, faculty and the public in a sensitive and cooperative style; maintains harmonious operating conditions in a service-oriented environment serving a multi-cultural and multi-ethnic population.

Resolves everyday work problems involving administration, staff, or students by exercising independent

judgment in the application of established procedures and routines.

Performs complex secretarial duties requiring extensive knowledge of a specific program by preparing, typing, editing and proofreading a variety of materials such as contracts, course outlines, correspondences, requisitions, statistical reports, grant reports, federal and state reports; schedules appointments, travel arrangements, and meetings; uses computer terminal(s) for input and retrieval of information, corrects dictionary entries and schedule courses with proper hours and facilities; competently operates word processing equipment and software.

Gathers and compiles data from a variety of sources; maintains complex interrelated files.

Receives, reviews and routes mail using discretion in the handling of confidential and sensitive material.

Performs a full range of complex secretarial duties and coordinates activities for multiple major departments and/or specialized programs.

Performs a full range of duties relative to office management.

Selects, trains, evaluates and maintains schedules of student workers.

Monitors and controls statistical data having major financial impact or accountability for faculty, students and the District. This may include evaluating student's academic history through transcripts and computer information; handles faculty evaluations in a confidential manner.

Assembles and prepares Board Slips and/or resolutions.

May perform the duties of an Administrative Assistant I or any lower clerical duties.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Public relations principles and techniques.

Office practice and procedures including reception and telephone techniques; preparation of correspondence, report writing, filing and operation of office equipment.

Computer input and formatting.

Effective oral and written communication.

Basic bookkeeping practice and procedures.

Ability to:

Learn procedures and coordinate support activities for multiple programs.

Check, inspect, and review office work as required.

Compile data for and prepare major District reports.

Interview, train, and provide work direction to student workers.

Type at a corrected speed of 50 WPM.

Operate a computer keyboard and variety of office equipment.

Format and compose correspondence.

Input and retrieve data.

Effectively use one or more word processing programs.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination of training and experience which would provide the required knowledge and abilities for qualifying. A typical way to obtain this experience would be:

Four years secretarial experience which includes two years as a senior secretary/clerical in a high volume, high traffic office, plus coursework in office planning, word processing and human relations.

Requester

Emelyn Judge ejudge@glendale.edu x5842

CHAC - 13**Name of Department or Division**

EMT/Health Sciences

Full-Time or Part-Time

part-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-75 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Classified Hourly Temporary EMT Lab Technicians =====

Proposed NEW Classification

Classified Permanent Part-time EMT Lab Technicians

Provide justification statement here.

The National EMT Registry requires that every EMT training program have a ratio of one (1) lab technician for every ten (10) students to ensure adequate supervision during skills training and practice. These specialized hourly temporary lab technicians must meet EMT board requirements in education, experience, and certification to facilitate proper training. Since this is a specialized skill, it is often difficult to find the right person that meets these criteria. The Education Code adds to the difficulty because it is required that these hourly temporary employees be laid off after one year of service; in that one year, one lab technician barely worked 300 hours. This results in the continued difficult quest to find these highly specialized staff. Once we find the right person, we repeatedly use resources to pay for their orientation and training only to lose them after one year of employment. Due to these barriers and the timely hiring process, the lab technicians may not be available when the program begins and therefore, often work understaffed. The insufficient amount of staff may be a major factor in our reduced program success rates. In order to ensure that students have a safe, consistent and reliable training program, we are proposing a position conversion of our six (6) current hourly temporary EMT employees to become six (6) permanent eleven (11) hour per week classified part-time positions. The district funding has

already been allotted for these positions and there will be no increase in the budget.

Pass rates per the National Registry of EMT Board from 2011 to 2015 for Glendale Community College::

2011-71%

2012-89%

2013-91%

2014- 88%

2015- 87%

The primary purpose of the Glendale Community College Emergency Medical Technician (EMT) Program is to prepare entry-level EMT's. The curriculum is designed to equip the graduate with the knowledge, skills, and attitudes integrated in the Institutional Learning Outcomes (ILOs). Through rigorous and innovative learning experiences, such as ambulance ride-a-longs in diverse communities, high-fidelity mannequin simulations, practice skills with state of the art technology in the EMT Lab, and classroom discussion, EMT students grow in communication, critical thinking, information competency, quantitative reasoning, global awareness, personal responsibility, and application of knowledge skills.

The philosophy of the EMT program is congruent with the Glendale Community College (GCC) Mission Statement components. Students learn coherence and collaboration with other disciplines in the field to be able to provide safe patient care. They experience diversity in all patients they care for and people they work with in the community. They learn to care for patients with compassion, openness, and a non-judgmental attitude of care that enhances and sustains the cultural vitality of the community.

Student Success, Equity Goals, Guided Pathways

The way to improve the completion rate is to have the EMT temps convert to part-time permanent classified lab technicians at 11 hours/week. The funding is already there and allotted. This will ensure that there is safe assistance and coverage for the EMT students, EMT Board regulations are met, and student success is increased. This would also be safer and more consistent for students. This may also increase and maintain success rates and board pass rates. We would like to propose a position conversion of our current six temporary EMT employees to six permanent 11 hour/week classified positions. The district funding for these position have already been allotted and therefore, there will be no budget increase for the district.

Mandatory Requirements

state or federal laws, board policies or administrative regulations, health/safety

Mandatory Requirements Explanation

The EMT State and County Boards require adequate and quality supervision of students in skills practice at all times. These specialized hourly temporary lab technicians must meet EMT board requirements in education, certification, and experience to be able to supervise students in safe gurney transfers, body mechanics, splints application, etc Below is an excerpt from Board regulations:

§ 100067. Didactic and Skills Laboratory.

An approved EMT training program shall assure that no more than ten (10) students are assigned to one (1) principal instructor/teaching assistant during skills practice/laboratory sessions.

Describe any industry-specific standards or best practices which relate to this request.

The EMT State and County Boards especially require that there is adequate and (1:10) supervision of students in skills practice at all times to ensure safe quality education. Below is an excerpt from Board regulations:

§ 100067. Didactic and Skills Laboratory.

An approved EMT training program shall assure that no more than ten (10) students are assigned to one (1) principal instructor/teaching assistant during skills practice/laboratory sessions.

Any other specific information not previously addressed?

Pass rates per the National Registry of EMT Board from 2011 to 2015 for Glendale Community College:

2011-71%

2012-89%

2013-91%

2014- 88%

2015- 87%

Any other special concerns not previously identified?



Emergency Medical Lab Technician

Class Code:
394

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE

Established Date: May 18, 2011

Revision Date: Mar 23, 2018

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Prepares equipment, supplies and materials for Emergency Medical laboratory demonstrations and assists instructors in demonstrating emergency medical procedures.

SUPERVISION EXERCISED AND RECEIVED

Supervision received from the Associate Dean of Health Sciences

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Prepares necessary supplies and equipment for laboratory sessions and demonstrations (e.g. cleaning and checking needles, bandages, and splints, and setting up gurneys, automated external defibrillators, spinal immobilization devices, and stretchers for health simulated lab scenarios such as wound care, bandage wrapping, injections, medication administration and oxygen administration), as directed by instructors in order to ensure that they are ready and safe for use.

Assists students individually and in small groups with laboratory work provided by instructors including reviewing and demonstrating emergency medical procedures (e.g. CPR, first aid administration, proper use of body mechanics, safe patient care, hand washing and lifting and moving patients) to enhance students' understanding of course materials.

Monitors students in lab settings in accordance with lab guidelines and procedures to ensure a safe

learning environment.

Assesses and reviews students' exams and activities according to instructors' directions and rubrics in order to monitor students' progress.

Maintains accurate and secure inventory of laboratory equipment and supplies including issuing supplies and equipment to students for use in laboratory assignments, maintaining records of the loaned resources, monitoring the use of items, and securing the items in storage after use items to prevent loss, damage, and theft.

Maintains and organizes storage and work areas in order to facilitate a clean, safe, and effective learning environment.

Stays abreast of changes in emergency medical equipment, practices, and procedures through relevant resources (e.g. trade journals and newsletters) in order to maintain an appropriate level of expertise in the discipline.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Emergency medical practices and procedures (e.g. CPR, first aid administration, proper use of body mechanics, safe patient care, hand washing and lifting and moving patients).

The maintenance, preparation, and operation of emergency medical related laboratory apparatuses, materials and equipment (e.g. bandages, needles, splints, first aid kits, gurneys, automated external defibrillator, various stretchers, and spinal immobilization devices) for health simulated lab scenarios.

Recordkeeping principles and practices.

Available resources for staying abreast of changes in emergency medical equipment, practices, and procedures (e.g. trade journals and newsletters).

Emergency Medical safety guidelines and procedures.

Ability to:

Maintain, prepare, and operate emergency medical apparatus, equipment and materials (e.g. bandages, needles, splints, first aid kits, gurneys, automated external defibrillator, various stretchers, and spinal immobilization devices) for health simulated lab scenarios.

Demonstrate and explain emergency medical practices and procedures (e.g. CPR, first aid administration, proper use of body mechanics, safe patient care, handwashing and lifting and moving patients) to students.

Understand and carry out verbal and written instructions.

Establish and maintain effective working relationships with students, faculty, management and staff.

Stay abreast of changes in emergency medical equipment, practices, and procedures through relevant resources (e.g. trade journals and newsletters).

Maintain and organize storage and work areas.

Communicate effectively orally and in writing.

Effectively monitor students in lab settings in accordance to lab safety guidelines and procedures.

Effectively maintain accurate and secure inventory of laboratory equipment and supplies.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Two years experience as an Emergency Medical Technician or Paramedic in the field or in a hospital.

Current certification as an American Heart Association CPR Instructor.*

Current certification as an Emergency Medical Technician or Paramedic in Los Angeles County.*

*must maintain valid certification for duration of employment

Requester

Arda Najarian aeksigian@glendale.edu x5433

CHAC - 14**Name of Department or Division**

Financial Aid

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a new request.

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Financial Aid Technician =====

Provide justification statement here.

Within the past few years two new state grant programs were initiated and funded for California Grant recipients (Full Time Success Grant-FTSSG (2015-16) and the Community College Completion Grant-CCCG (2017-18); \$589,000 and \$783, 000 respectively). Both programs have greatly increased the work load of our office. Therefore, we are requesting another FA Technician position to not only manage these 2 new grants but ALL state grants we currently provide(Cal Grant B and C, FTSSG and the CCCG grants). Total of all State grants portfolio is approximately \$3,496,143.00. Also, it's not a matter of just awarding these grants but EACH grant has it's own eligibility requirements, making it difficult to fully automate.

Student Success, Equity Goals, Guided Pathways

This position's job for the CCCG is related to student success, and student equity. The following is an excerpt from one of the CCCCO memo: "With the CCCG we have tried to maintain a streamlined eligibility and delivery system while reinforcing the need for a comprehensive education plan and adherence to the Education plan. This will be provided through critical and timely support funded in SSSP, Equity and other student service and support programs. These additional counseling responsibilities are funded in the SSSP, Equity and other student support programs and services. This integration will require close coordination with SSSP and Equity programs as well as other student service support programs and resources to ensure these students receive the necessary services and timely interventions and academic supports to result in success."

Mandatory Requirements

state or federal laws

Mandatory Requirements Explanation

If request is due to mandatory requirements, please explain.

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Any other special concerns not previously identified?

**Requested Job Description for Financial Aid position in program review.
Thank you!!**

Arda Najarian

Sent: Monday, November 27, 2017 11:45 AM

To: Daphne Dionisio

[Close this window](#)



Financial Aid Technician

Bargaining Unit: California School Employees
Association Chapter #76

Class Code:
398

GLENDALE COMMUNITY COLLEGE
Established Date: May 19, 2011
Revision Date: May 19, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Conducts meetings individually with students, in a confidential setting, regarding financial issues. Complies with federal, state and institutional policies and regulations in determining appropriate distribution of financial aid for students. Exercises professional judgment to make adjustments to federally processed data and determine student eligibility for federal and state funds.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Associate Dean for Financial Aid.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Processes applications for federal and state student aid programs, distributes aid applications, reviews processed aid application and documents, and prepares requests for documentation and the packaging of financial aid awards.

Assists in the coordination of day-to-day office operations and recommends office procedures to best handle student flow and application processing.

Analyzes complex application documents and corresponds with students and families regarding family income, asset, and other confidential matters required to determine financial aid eligibility.

Interprets and applies federal and state regulations related to financial aid programs and recommends changes to current office policies and procedures. Responsible for verifying student eligibility and interfacing with non-educational federal agencies, such as, INS, Selective Service, IRS and Social Security Administration.

Packages financial aid awards in accordance with standard need analysis criteria and federal and state eligibility regulations and current office policy.

Exercises professional judgment within federal guidelines and office policies to determine appropriate financial aid eligibility for students in special circumstances.

Assists in the administration of specific programs and reporting for special programs.

Acts as a liaison to other campus offices, such as Student Employment and EOPS, to provide technical assistance on the financial aid application process and regulations.

Evaluates student academic records to determine if student is meeting financial aid satisfactory academic progress standards.

Attends professional meetings and conferences to maintain current knowledge of federal and state regulations.

Organizes and analyzes data for research projects relating to financial aid recipients.

Performs internal audits to ensure compliance with State and Federal laws governing financial aid programs.

Conducts financial aid workshops for students, campus staff and outside groups or high schools. Selects, trains, evaluates and maintains schedules of student workers.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Current federal and state regulations, requirements and procedural guidelines pertaining to student financial aid programs.

Financial recordkeeping.

Office practices and procedures.

Computer systems in the areas of student financial aid or accounting.

Word processing, spreadsheet and database computer software.

Ability to:

Work effectively with students on a one-on-one basis to determine eligibility.

Communicate effectively with a diverse student population, faculty, staff, outside agencies and the public.

Work independently and as a team member with minimal supervision.

Manage a high volume workload and work under pressure.

Understand, interpret and apply laws, regulations and program procedures.

Gather and compile statistical and financial data.

Develop and present clear and concise oral and written reports.

Analyze a variety of data and make appropriate recommendations.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree in Business Administration, Accounting, Social Sciences or a related field from an accredited college or university.

Four years of increasingly responsible experience in specialized and complex financial aid services requiring knowledge of federal and state regulations.

DESIRED QUALIFICATIONS:

Bilingual, preferable Spanish, Armenian, Korean, Russian and/or Farsi.

Requester

Lisa Brooks Lbrooks@glendale.edu x5196

CHAC - 15**Name of Department or Division**

Foundation

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

new position (i.e. new classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC – 59 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed NEW Classification =====

Foundation Fundraising Coordinator =====

Provide justification statement here.

The success of the Foundation directly translates into student scholarships, funding for classroom improvements, grants for special programs such as Baja, Theater, Music, Organic Chemistry, Veterans, Foster Youth etc. In the last 5 years the Foundation has given \$3.5M to the District for Academic & College Support and Scholarships. Last year alone, for example, we gave \$939,831 to the District. The Foundation also played a key role (including volunteer & community support and \$100,000 donation) in the recent passage of GC which will translate into \$325M over the next decade and will help the college carry out the Facilities Master Plan.

This position is currently called Administrative Assistant 11 but the work required is that of a comparable Fundraising Coordinator position in other Foundations. (see links provided) This crucial role is different from just administrative work. The additional responsibilities include handling the operation, maintenance, data input and data integrity of a rapidly expanding database that has grown from a few thousand to 222,000 in the past 3 years. This position also creates and coordinates donor reports, segmentation analyses, coordination of all special fundraising events, all mailings, credit card and other online donations, payroll donations and recurring monthly and quarterly payments. Using our donor database (Raiser's Edge), and coordinating with Financial Edge, this position also maintains data integrity, design and generates high-level reports that require data extraction. This position is critical to maintaining and expanding our database functionality. This position requires

the ability to use a sophisticated donor database (preferably Raiser's Edge) and to prepare a variety of reports and correspondence, and interaction with donors including alumni, faculty & staff and the general public. In addition, this position also handles the traditional Admin Assist 11 functions.

This position should be listed as: Foundation Fundraising Coordinator (Foundation) 100%

Student Success, Equity Goals, Guided Pathways

The Foundation's scholarships and grants that targets low income and student equity directly affects GCC student success.

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

This position is currently called Administrative Assistant 11 but the work required is that of a comparable Fundraising Coordinator position in other Foundations. (see links provided) This crucial role is different from just administrative work. The additional responsibilities include handling the operation, maintenance, data input and data integrity of a rapidly expanding database that has grown from a few thousand to 222,000 in a the past 3 years. This position also creates and coordinates donor reports, segmentation analyses, coordination of all special fundraising events, all mailings, credit card and other online donations, payroll donations and recurring monthly and quarterly payments. Using our donor database (Raiser's Edge), and coordinating with Financial Edge, this position also maintains data integrity, design and generates high-level reports that require data extraction. This position is critical to maintaining and expanding our database functionality. This position requires the ability to use a sophisticated donor database (preferably Raiser's Edge) and to prepare a variety of reports and correspondence, and interaction with donors including alumni, faculty & staff and the general public. In addition, this position also handles the traditional Admin Assist 11 functions.

This position should be listed as: Foundation Fundraising Coordinator (Foundation) 100%

Any other specific information not previously addressed?

Our Administrative Assistant 11 is not being fairly compensated for the work that is being done. A reclassification to better reflect the actual work required is critical to the work of the Foundation, and is the fair thing to do for current and future staff.

Any other special concerns not previously identified?

The Foundation will not continue to thrive without proper classification of staff positions.

**GLENDALE COLLEGE FOUNDATION
FOUNDATION FUNDRAISING COORDINATOR**

DEFINITION: Under direction of the Foundation Executive Director, the Foundation Fundraising Coordinator provides core database support to Glendale College Foundation's efforts to raise funds for Glendale Community College.

DISTINGUISHING CHARACTERISTICS: The Foundation Fundraising Coordinator is directly responsible for the comprehensive management of the donor database, all gifts processing and acknowledgments, direct mail coordination and general office coordination.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Handles the operation, maintenance, data input, data integrity and accuracy for the constituent database management system.
- Manages integration and ongoing imports of data between the constituent database and the accounting system.
- Maintains timely and accurate constituent records in the database.
- Works with third party vendors to periodically clean and update data.
- Coordinates periodic training of staff and student workers on current and new applications of the constituent database.
- Prioritizes and accommodates competing requests for data and reports.
- Creates donor reports.
- Develops additional reports and lists that are requested by the Executive Director.
- Processes all gifts from individuals, corporations, and organizations received by the foundation in a timely manner.
- Downloads and processes online credit card donations.
- Generates gift acknowledgement letters and receipts.
- Enters event registrations into the constituent database as needed.
- Prepares pledge reminders on a timely basis.
- Manages and coordinates monthly reconciliation with the Foundation Accountant.
- Provides on-site support at fundraising and stewardship events as requested.
- Manages coding of appeals and solicitations through the constituent database.
- Builds and run queries to segment data and lists as needed.
- Assists in all aspects of the production and mailing of solicitations.
- Helps support the Foundation Board including Executive and Board meetings and Committee meetings as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of:

- Capabilities of common and specialized donor management computer applications
- Federal, state, and local laws, codes and regulations related to foundations and gift receipts.
- Modern software applications (Microsoft Office Suite, etc.).

GLENDALE COLLEGE FOUNDATION
FOUNDATION FUNDRAISING COORDINATOR con't

Ability To: Perform and implement duties and functions above. Required abilities also include but are not limited to:

- Process gifts and other records with accuracy.
- Manage multiple projects simultaneously and sometimes under pressure.
- Communicate effectively, both orally and in writing.
- Provide timely response to requests for information, service and assistance.
- Maintain complete confidentiality of donor records and other information.
- Train and supervise personnel including student workers
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability and religious background of all students, faculty and staff.

Education/Training:

Possession of a Bachelor's degree from an accredited college or university, or the equivalent.

Experience: Two years of experience working with gift processing and database management in a nonprofit setting.

Requester

John Leland Ieland@glendale.edu x5794

CHAC - 16**Name of Department or Division**

Geology & Oceanography

Full-Time or Part-Time

part-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

new position (i.e. new classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-69 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Senior Instructional Lab Technician =====

Provide justification statement here.

The department currently runs 6 oceanography labs and 2 geology labs that require equipment and materials to be ready and functioning. In addition, materials from the stockroom are used by instructors for demonstration and interactive teaching in all 15 sections of geology and oceanography lecture. Materials and equipment are needed for the 1-2 geology and oceanography lectures and labs that are regularly taught during intersessions.

The Senior Instructional Lab Tech, currently Paul Scrivner, also works to develop new lab curricula and improve existing lab curricula. This aligns with the college goals related to providing education for general education students, for AA and AS students, and for transfer students. Our course outlines require students to collect and analyze data in labs. This requirement arises from requirements imposed by transfer institutions to satisfy their physical science requirements. Paul has already developed three new wet labs for oceanography that have been adopted by instructors. Paul has also led a field trip that combined students from several different instructor's geology sections. He is also working with students on the development of demonstrations for the classroom and lab, giving those students the opportunity for one-on-one interaction with him.

Paul has led the charge to bring back the oceanography cruise for students in oceanography labs. This is a 4-hour cruise on Cal State Long Beach's research vessel that is designed to give oceanography students an opportunity to experience data collection and analysis at sea. Without a Senior Instructional Lab Tech, this type of experience for students is not viable. The role of the Senior Instructional Lab Tech is to support the teaching

on board during the cruise and to act as a backup in case the primary instructor cannot attend the cruise due to illness or injury.

Student Success, Equity Goals, Guided Pathways

Mandatory Requirements

health/safety

Mandatory Requirements Explanation

Covered under OSHA regulations governing non-production labs: 29 CFR 1910.1450, 29 CFR 1910.1030, 29 CFR 1910.132, 29 CFR 1910.138 and 29 CFR

1910.133. Also covered under Section 5(a)(1) of the Occupational Safety and

Health Act of 1970 (OSH Act), the General Duty Clause requires that employers "shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees."

The Geology & Oceanography department inventory includes materials which are classified as hazardous and the store room itself can present a workplace hazard if not properly maintained by personnel. Heavy objects, sharp materials, chemicals, low-level radioactive substances, minerals classified as poisons and other equipment all necessitate management by a trained individual both to protect students as well as faculty and staff. Actions taken in the management and use of the materials include limiting exposure to damaging UV-B and UV-A radiation, proper handling of uranium-bearing minerals, arsenic-bearing minerals, mercury-bearing minerals, generation of sharp, small fragments, production of rock samples involving chiseling, sawing, and hammering, and proper handling and storage of chemicals.

Describe any industry-specific standards or best practices which relate to this request.

It is standard practice for college level geology/oceanography/earth science-type departments, at the community college level, to employ a manager or technician to oversee equipment, teaching materials, chemicals, and their storage. In my experience at GCC, lack of such oversight by a specific employee has led to such severe disorganization and degradation of materials that instructors, especially adjunct instructors, stop using the equipment and materials that are available for demonstration, hands-on learning, and data collection and evaluation.

Any other specific information not previously addressed?

The current technician has been hired two years in a row as an 800-hour employee. What the department needs is a return to permanence in this position as a 50% 10-month classified position. We should not have to ask for this year after year. The position used to be permanently funded as a half-time senior instructional lab tech. The position was held by John Makevich and then by Beraki Woldehaimonot who left the position for a full-time teaching job. We lost the position and have been requesting renewal since that time, somewhere around 2011.

Any other special concerns not previously identified?

Adjunct faculty often do not have the time to carefully put away materials or otherwise maintain our facilities. Full-time faculty are not always present to look after this situation, such as during intersessions. The situation can become overwhelming, especially regarding electronic equipment. Many times in the past, when there is no stockroom technician, I have been unable to find teaching materials or unable to use teaching materials because of the state they have been left in by previous users. Without a dedicated staff person overseeing our stockrooms, the college risks loss of expensive materials and equipment and creates the conditions for injury of staff or students from faulty equipment or inadequately stored materials and chemicals.



Senior Instructional Lab Technician

Class Code:
322

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 26, 2011
Revision Date: May 26, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

Oversees and participates in the operation and maintenance of equipment, supplies and inventory. Performs technical, clerical, lead and tutoring duties in an Instructional Lab, and accommodates computer assisted learning programs to the curriculum assigned.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by academic or classified manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Directs and assists students individually and in small groups in laboratory work provided by instructors.

Monitors student progress.

Keeps records of student work according to established procedure.

Assists in coordinating and training lower-level staff.

Assists in the preparation of the budget, gathers data and drafts portions of grant proposals.

Coordinates the use of the Lab's equipment and facilities, prepares requisitions, and keeps records of supplies and equipment.

Maintains the security and physical appearance of the labs and facilities.

Performs minor repair of equipment, and arranges for major repairs and assists repair person in determining sources of problems.

Demonstrates and supervises safe and proper use of equipment.

Researches, receives, stores, and inventories supplies and equipment.

Assists faculty in recruitment, selection, and training of tutors, and supervises tutors working in the Lab.

Assists instructors in scoring and recordkeeping.

Translates and modifies computer assisted instructional programs in the subject area.

Tutors students in the subject area and assists them in computer use.

Selects, trains, evaluates, maintains, and coordinates schedules of student workers.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's degree from an accredited college or university or equivalent or certification in the subject area of assignment.

Five years experience assisting students or teaching the subject of the assignment to adults either at the community college or adult education level.

Experience with computers, and computer-assisted instruction in the use of word processing programs.

Desirable:

Bachelor's degree in the assigned area from an accredited college or university preferred.

Requester

Samir Abou-Rass sabou@glendale.edu x3047

CHAC - 17**Name of Department or Division**

Glendale College District Police Department

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

2014-2015

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

N/A

If requesting ADDITIONAL hours or months

N/A

Proposed Classification Title (existing positions only) =====

Police Communications & Records Specialist =====

Provide justification statement here.

There are currently 3 full-time Communications and Record Specialist. As stated in the program review, based on current and past volume of calls, inability of other departments to provide service to the college community, constructions of new and old buildings and the two new additional Police Officers with a third in line to be hired, it is foreseeable and predictable that the number of calls for service will continue to increase thus taxing the already limited resource. In order to remedy the situation and provide a service to the college community, additional support staffing will be needed to absorb the secondary effects for the additional and increased numbers of call volume.

Student Success, Equity Goals, Guided Pathways

The Glendale Community College Police Department's mission is to ensure student success by providing public safety. The Glendale College Police Department is here to provide a safe and secure learning and working environment for everyone who attends, works or visits any of the Glendale College Campuses.

Mandatory Requirements

collective bargaining agreement, health/safety

Mandatory Requirements Explanation

The requested position is a classified position that must be negotiated under the collective bargaining agreement. The nature of the position falls under the Health and Safety category.

Describe any industry-specific standards or best practices which relate to this request.

The industry standards for hiring a Communications and Record Specialist, person must pass extensive backgrounds, attend special training and able to work untraditional hours.

Any other specific information not previously addressed?

Any other special concerns not previously identified?



Police Communications and Record Specialist

Class Code:
876

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE

Established Date: Mar 12, 2012

Revision Date: Mar 12, 2012

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

Provides communications, dispatching, and administrative support to the Glendale Community College Police Department. This position relays and coordinates police information, operates telephone and police dispatch equipment, processes police reports and parking/traffic citations, provides support to Police Officers, and handles and maintains confidential information and records.

EXAMPLES OF DUTIES:

Organizes and coordinates office operations for the College Police Department.

Receives routine and emergency calls for Police and other emergency service.

Operates telephone and police dispatch equipment.

Evaluates and prioritizes emergency and non-emergency police, fire, and medical requests for service.

Dispatches police and other necessary emergency support in accordance with established procedures, rules, and regulations.

Maintains contact, status and location of all police field units.

Maintains required logs, records, and files.

Performs record keeping, filing, indexing, and other general administrative support work.

Compiles and prepares statistical data reports including, but not limited, to crime statistics, calls for service, and data for Cleary Act reporting.

Assists with maintaining general cleanliness in the workplace; requesting maintenance as needed.

Operates computer to enter data, access and retrieve information, maintain records and generate reports using word processing, spreadsheet, and police database programs and systems.

Operates general office equipment.

Prepares, processes and maintains confidential police records.

Reviews and verifies information and data for accuracy, completeness, and compliance with established procedures.

Processes parking and traffic citations and coordinates court dates for parking citation hearings.

Interacts with the public, providing information and assistance, in person and on the telephone.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern office equipment and procedures.

English language, including spelling, grammar and punctuation.

Basic math.

Alpha, numeric and alphanumeric filing procedures.

Ability to:

Prepare reports, correspondence, and related materials.

Operate a variety of office equipment.

Operate a computer.

Work under pressure and exercise good judgment in emergency situations.

Work independently with minimal supervision.

Establish and maintain cooperative and effective working relationships with students, the public, faculty, and staff.

Provide customer service with a high level of sensitivity, tact, and patience.

Communicate effectively both orally and in writing.

Interpret, apply, and explain general law enforcement codes, practices, policies, and procedures.

Maintain confidentiality of sensitive information.

Multi-task and meet deadlines.

Operate various equipment including multi-line telephones, multi-channel two way radios, computers and computer-aided dispatch systems (CAD), fax machines, and copy machine.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Education:

High School Diploma or GED and 12 units of related course work.

Experience:

Two years of clerical experience.

Licenses and Certificates:

Successful completion of a P.O.S.T. certified communications and records training course within 12 months of appointment.

Possession of a valid California Driver's License.

ADDITIONAL INFORMATION:

PHYSICAL REQUIREMENTS

Use hands to type or handle materials, sit and view a computer monitor for extended periods of time.

Hear and speak to communicate and provide information.

Occasionally required to reach, bend, lift, carry, push, or pull up to 35 pounds,

OTHER REQUIREMENTS

Able to work rotating shifts as needed.

Successful completion of P.O.S.T background investigation, psychological evaluation, and medical evaluation.

DESIRED QUALIFICATIONS:

Experience using National Crime Information Center (NCIC) data access and other police telecommunications equipment.

Bilingual in Spanish and/or Armenian.

Advanced proficiency in Word, Excel, and PowerPoint.

Experience with fire alarm systems.

Requester

CHAC - 18

Samir Abou-Rass sabou@glendale.edu x3047

Name of Department or Division

Glendale College District Police Dept.

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a new request.

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Police Corporal Class Code1802 =====

Provide justification statement here.

In 2011, we had two Police Corporals. After one of the Corporal's was promoted to Sergeant, the Corporal position was left vacant. The current Corporal has had to take on the responsibility of what two Corporals would have shared in the work load. At times we ask officers to help the current Corporal in his job duties and are compensated with overtime or comp time. This has been costly to the district. We are respectfully asking for the position to be filled again.

Student Success, Equity Goals, Guided Pathways

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Any other special concerns not previously identified?



Police Corporal

Class Code:
1802

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 23, 2011
Revision Date: May 23, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

Performs law enforcement and crime prevention work to protect college employees, students, and the general public; patrols and safeguards college property in accordance with federal, state, and local laws and district policies. Leads the daily operations of the Campus Police Department. Apprehends and arrests suspects, investigates unsafe and hazardous conditions, provides first aid, responds to requests for assistance and reports of crime in progress, investigates incidents and prepares appropriate reports.

DISTINGUISHING CHARACTERISTICS

The Police Corporal is required to carry firearms.

SUPERVISION RECEIVED AND EXERCISED

Supervision received by the Chief of Police. Provides work direction to lower-level staff and Cadets.

EXAMPLES OF DUTIES:

Oversees and performs police work on an assigned shift.

Plans, assigns, reviews and oversees the work of police personnel.

Serves as the Field Training Officer for police personnel in training.

Schedules training and maintains records regarding monthly firearms qualification and continuing professional education for police personnel.

Patrols district property to discourage and apprehend lawbreakers; to detect fire, safety and health problems; to provide physical security for buildings and District property.

Responds to requests for assistance or reports of criminal activity by going to the scene, determining the

facts available at the crime scene and reporting information to the Chief of Police.

Responds to requests to investigate unsafe conditions that may pose a hazard to the safety or health of students and employees.

Performs emergency first aid and stabilizes injured persons prior to the arrival of paramedics.

Arrests, searches and interrogates suspects.

Patrols parking lots; regulates traffic; issues parking and traffic citations and warnings.

Provides appropriate information and assistance to all members of the college community consistent with college policies and practices.

Gathers evidence and testifies in court as required.

Investigates reports of criminal activity and violations of State and Federal statutes, codes and district regulations.

Prepares investigative reports for follow up and/or filing with appropriate law enforcement officials. .

Handles and facilitates the primary follow-up with appropriate law enforcement agencies and assists with the collection of forensic evidence including but not limited to fingerprints and photographs. .

Processes criminal case filings; works directly with the Glendale Police Department and the District Attorney's office and/or other law enforcement entities in the prosecution of a case..

Serves as the Field Training Officer for sworn police personnel in training. Assists with the coordination and scheduling of department wide training (including but not limited to firearms and POST training). .

May assist with or conduct the background investigation for new Police Cadets. .

May provide work direction and guidance to lower level staff and Cadets. .

May assist with weekly roll call briefing for officers and dispatchers. .

May assist with the completion of written staff reports including for specific projects, cost-benefit analyses, comparison research reports regarding equipment and practices from other agencies. .

Takes appropriate police action to assist the public as required by law..

Maintains work schedule of Cadets. .

Performs related work as assigned by the Chief of Police.

MINIMUM QUALIFICATIONS:

Knowledge of:

Federal, state, and local laws and ordinances.

Criminal law and police procedures.

First aid.

Parking enforcement and traffic control.

Ability to:

Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence.

Learn district and campus rules and regulations regarding, safety and conduct.

Communicate effectively verbally and in writing.

Interpret and follow oral and written instructions.

Write accurate, clear and concise reports.

Use word processing and spreadsheet software applications.

Interrogate suspects and interview complainants and witnesses.

Apply legal use of force.

Respond quickly and effectively in emergency situations, analyze and determine an effective course of action.

Perform duties under scheduled working conditions.

Establish and maintain effective working interaction in a diverse multi-cultural and multi-ethnic educational environment.

Evaluate and enforce proper police procedures using precaution and restraint.

Remain calm and maintain order in emergency or threatening situations.

Interview and provide work direction to Cadets.

Minimum Qualifications:

High School Diploma or equivalent.

Completion of a P.O.S.T. certified police academy and P.O.S.T Basic certificate.

Two years of experience working as a full-time sworn Police Officer.

ADDITIONAL INFORMATION:

Licenses and Special Qualifications:

Possess a valid Class "C" California Driver's License.

Successfully pass P.O.S.T pre-placement physical and psychological exams and an extensive background investigation.

DESIRED QUALIFICATIONS:

Associate's Degree in Administration of Justice or related field from an accredited college or university.

Intermediate or Advanced P.O.S.T certificate.

Requester

Richard Hayne hayne.richard@gmail.com 818-521-8739

CHAC - 19**Name of Department or Division**

Health Science

Full-Time or Part-Time

part-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a new request.

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

not a change of hours change of classification

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

temporary part time hourly lab technician =====

Proposed NEW Classification =====

Permanent 11 hour/week classified Lab Technician ===

Provide justification statement here.

California Title 22 EMT requires EMT programs to have a ten student to one instructor in the lab/skills training. The individuals working in this position require experience, certifications, teaching experience. Once they have been hired they will take at least one most likely two semester of experience learning the GCC EMT program standards and processes needed to provide consistency, and safety in the lab environment. Currently we can not find qualified candidates willing to only work for one year. Once we hire a candidate we just get them trained and they must be let go per HR policy. We have worked short this year making the program not in compliance with regulations and subject to disciplinary actions. Our program review shows our goal of increasing the number of students in the program to pass the program and not withdraw. Our success rate for course completion is down. These positions already exist and there would not be a change in cost to the program.

Student Success, Equity Goals, Guided Pathways

Our goal has been to increase the success of student in completing and passing the program. Our success rate had dropped with the loss of permanent instructors.

Mandatory Requirements

state or federal laws, health/safety

Mandatory Requirements Explanation

California Code of Regulations
Title 22. Social Security
Division 9. Prehospital Emergency Medical Services
Chapter 2. Emergency Medical Technician

§ 100067. Didactic and Skills Laboratory.

An approved EMT training program shall assure that no more than ten (10) students are assigned to one (1) principal instructor/teaching assistant during skills practice/laboratory sessions

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

New scope of practice will require students to be trained in medication administration with needles a use of testing equipment never used before. These new skills will require closer supervision on one on one supervision never need before. Making the need for these trained employees to provide consistency and safety to the lab.

Any other special concerns not previously identified?



Emergency Medical Lab Technician

Class Code:
394

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 18, 2011
Revision Date: Mar 23, 2018

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Prepares equipment, supplies and materials for Emergency Medical laboratory demonstrations and assists instructors in demonstrating emergency medical procedures.

SUPERVISION EXERCISED AND RECEIVED

Supervision received from the Associate Dean of Health Sciences

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Prepares necessary supplies and equipment for laboratory sessions and demonstrations (e.g. cleaning and checking needles, bandages, and splints, and setting up gurneys, automated external defibrillators, spinal immobilization devices, and stretchers for health simulated lab scenarios such as wound care, bandage wrapping, injections, medication administration and oxygen administration), as directed by instructors in order to ensure that they are ready and safe for use.

Assists students individually and in small groups with laboratory work provided by instructors including reviewing and demonstrating emergency medical procedures (e.g. CPR, first aid administration, proper use of body mechanics, safe patient care, hand washing and lifting and moving patients) to enhance students' understanding of course materials.

Monitors students in lab settings in accordance with lab guidelines and procedures to ensure a safe

learning environment.

Assesses and reviews students' exams and activities according to instructors' directions and rubrics in order to monitor students' progress.

Maintains accurate and secure inventory of laboratory equipment and supplies including issuing supplies and equipment to students for use in laboratory assignments, maintaining records of the loaned resources, monitoring the use of items, and securing the items in storage after use items to prevent loss, damage, and theft.

Maintains and organizes storage and work areas in order to facilitate a clean, safe, and effective learning environment.

Stays abreast of changes in emergency medical equipment, practices, and procedures through relevant resources (e.g. trade journals and newsletters) in order to maintain an appropriate level of expertise in the discipline.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Emergency medical practices and procedures (e.g. CPR, first aid administration, proper use of body mechanics, safe patient care, hand washing and lifting and moving patients).

The maintenance, preparation, and operation of emergency medical related laboratory apparatuses, materials and equipment (e.g. bandages, needles, splints, first aid kits, gurneys, automated external defibrillator, various stretchers, and spinal immobilization devices) for health simulated lab scenarios.

Recordkeeping principles and practices.

Available resources for staying abreast of changes in emergency medical equipment, practices, and procedures (e.g. trade journals and newsletters).

Emergency Medical safety guidelines and procedures.

Ability to:

Maintain, prepare, and operate emergency medical apparatus, equipment and materials (e.g. bandages, needles, splints, first aid kits, gurneys, automated external defibrillator, various stretchers, and spinal immobilization devices) for health simulated lab scenarios.

Demonstrate and explain emergency medical practices and procedures (e.g. CPR, first aid administration, proper use of body mechanics, safe patient care, handwashing and lifting and moving patients) to students.

Understand and carry out verbal and written instructions.

Establish and maintain effective working relationships with students, faculty, management and staff.

Stay abreast of changes in emergency medical equipment, practices, and procedures through relevant resources (e.g. trade journals and newsletters).

Maintain and organize storage and work areas.

Communicate effectively orally and in writing.

Effectively monitor students in lab settings in accordance to lab safety guidelines and procedures.

Effectively maintain accurate and secure inventory of laboratory equipment and supplies.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Two years experience as an Emergency Medical Technician or Paramedic in the field or in a hospital.

Current certification as an American Heart Association CPR Instructor.*

Current certification as an Emergency Medical Technician or Paramedic in Los Angeles County.*

*must maintain valid certification for duration of employment

Requester

Yvette Ybarra yybarra@glendale.edu x3195

CHAC - 20**Name of Department or Division**

KIN

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

new position (i.e. new classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-22 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed NEW Classification =====

Facilities Attendant =====

The Athletic Facility Attendant duties will entail but not limited to monitoring, enforcing and providing daily maintenance at Sartoris Field, Stengel Field, Verdugo Gym and GCC Tennis Courts. This position is imperative to provide a safe environment for students and users, longevity, enhancing performance for students, employees, alumni, Foundation members, patrons, visiting teams and Glendale residents using the athletic facilities and maintaining general aesthetics of Glendale Community College Athletic Facilities. Interacting with employees, students, patrons, community members and volunteers entails the highest level of customer service at all times. Must be able to lift 75 pounds, utilize motor vehicles (CA Drivers License), power equipment and agriculture implements. Must have a firm knowledge of athletic facilities needs. Athletic facility maintenance experience requested.

Provide justification statement here.

The position is needed to provide equity to our students, employees and volunteers that have generously volunteered their time for too long to enhance our facilities. By requiring our students to stay at the Athletic Facilities longer, they are not able to spend more time on academics or other endeavors (work, family, etc.)

Currently, students, FT faculty, Adjunct faculty and volunteers are required to maintain and improve facilities for daily use. Students (student-athletes) should be able to enter a classroom, field, court and be able to learn and

improve without spending time before and after class/practices preparing, cleaning and maintaining the environment; mainly for safety concerns and also to enhance performance.

Students are losing valuable time working on facilities that could be spent studying, improving GPAs, working jobs or taking additional classes on campus. Coaches are sacrificing many hours on facilities when they can put more effort into coaching, recruiting new students and player (student) placement to four year schools.

Student Success, Equity Goals, Guided Pathways

The maintenance and safety of our athletic facilities are crucial to both students and student-athletes. The better our facilities are the more students enroll and participate in sport classes. We see this all the time when students choose to attend Pasadena City College over us.

Mandatory Requirements

health/safety

Mandatory Requirements Explanation

Maintenance of these facilities drastically cuts down on injury. Example, when the tennis courts and Verdugo Gym are dusty there is more opportunity for slipping, causing loss of balance.

Describe any industry-specific standards or best practices which relate to this request.

In general the tennis courts, gym, track, football field and baseball field need care daily. Between PE classes and athletic teams these areas have high traffic and need to be cleaned to keep the integrity of the surface.

Any other specific information not previously addressed?

As of right now, our head coaches clean all these areas taking away from instruction. It takes time and energy to maintain these facilities and if we want to run classes and practices to the best of our abilities it needs to be done.

Any other special concerns not previously identified?

Requester

CHAC - 21

Yvette Ybarra yybarra@glendale.edu x3195

Name of Department or Division

KIN

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a new request.

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Athletic Trainer =====

Provide justification statement here.

With the growing numbers of student-athletes and the development of a new athletic facility there is a need to add another Athletic Trainer (ATC). Also, with the growth in our Kinesiology classes we will need to add curriculum in the area of Athletic Training and Rehabilitation. A third ATC will allow for this growth so they can split hours in the Athletic Training Facility and teaching.

Student Success, Equity Goals, Guided Pathways

Athletic Training is the most popular field in Kinesiology. If we able to offer more internships with our ATC staff and increase courses in this area we will see a definite increase in curriculum and enrollment.

Mandatory Requirements

health/safety

Mandatory Requirements Explanation

Having only two ATC's and 16 sports is not a manageable ratio. All sporting events that take place at Glendale College must be covered by an ATC. Many times, events are left uncovered and walkie-talkies are used to communicate if they are needed.

Describe any industry-specific standards or best practices which relate to this request.

Again the ratio is 2:309 right now. Generally colleges have 3 or more ATC's to ensure safety and coverage

Any other specific information not previously addressed?

The increase of ATC's would be a major plus to our athletes performance and care.

Any other special concerns not previously identified?



Athletic Trainer

Class Code:
000391

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 13, 2011
Revision Date: May 13, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Plans, coordinates, and implements conditioning, training, therapeutic and emergency medical care for athletes engaged in sports programs based on physicians' recommendations.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Athletic Director.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Develops physical conditioning and training programs to enhance an athlete's strength, endurance, flexibility, and coordination.

In cooperation with the team physician, obtains a medical history and conducts non-invasive physical examinations of the athletes before participation as a means of screening for existing or potential problems.

Identifies injury status and determines the appropriate course of action by using the NATA standard techniques for evaluation and assessment in interpreting the signs and symptoms of the injury or illness to provide the necessary immediate care and determine the appropriate rehabilitation program.

Evaluates the readiness of the injured individual by assessing functional status to ensure a safe return to participation.

Advises coaching staff of the severity of injuries incurred by athletes and their ability to resume practice and re-enter competition.

Counsels and advises athletes and coaches on matters pertaining to conditioning, diet, rest, exercise,

reconditioning, and related matters.

Applies therapeutic and protective bandaging, wrapping, strapping, and padding to athletes.

Measures and fits braces, guards, and other protective devices to individual athletes.

Administers hydrotherapy, electrotherapy, cryotherapy, massage, and related treatments to athletes.

Administers emergency first-aid to athletes during practice sessions, sporting events, or physical education classes.

Travels with athletic teams and is responsible for attending to the routine medical needs of injured athletes in the absence of the team physician.

Files insurance claims on behalf of student athletes and communicates regularly with insurance companies regarding athletic claims.

Administers medical and personal information records. Authorizes release of medical records when appropriate.

Ensures proper coverage of the athletic training facility and specific sports, through qualified personnel coverage.

Maintains budget management and inventory control.

Maintains injury and incident report computerized database complete with treatment log, evaluations, coach's reports, and progress notes.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic principles of anatomy, kinesiology, and physiology.

Fundamentals of nutrition and diet.

First-aid procedures and methods.

Symptoms of and treatments for common athletic injuries.

Athletic equipment used in competitive sports.

The National Athletic Trainers' Association guidelines and code of ethics.

The CALOSHA Guidelines for Handling Bleeding and Bloodborne Pathogens.

Ability to:

Plan and coordinate a comprehensive athletic training program independently.

Evaluate the condition and progress of athletes in training and conditioning programs and modify programs to meet individual needs.

Operate a variety of therapeutic devices such as hydra collator, whirlpool bath, and ultra sound equipment.

Effectively administer therapeutic and first-aid treatments to injured athletes.

Make quick decisions in emergency situations.

Apply the use of human anatomy to determine the extent of the injury.

Apply specific tests on the involved area drawn from the knowledge of anatomy, physiology, and biomechanics to determine the extent of the injury.

Measure height, weight, pulse, blood pressure, and body composition.

Work effectively and cooperatively with students, faculty, and coaches.

Maintain accurate records and reports.

Use standard athletic training tools, machines, and equipment.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Bachelor's degree in Physical Therapy, Physical Education or a closely related field from an accredited college or university.

Four years of experience as an athletic trainer or as an athletic coach which includes responsibility for athletic training.

Certification by the National Athletic Trainers' Association.

Licenses Required:

Class B driver's license for transporting equipment and staff to sporting events.

ADDITIONAL INFORMATION:

DESIRED QUALIFICATIONS:

Specialized college-level courses in anatomy, athletic training, biology, kinesiology, physiology or a closely related field.

CLASS SPEC TITLE 6:

CLASS SPEC TITLE 7:

Requester

Yvette Ybarra yybarra@glendale.edu x3195

CHAC - 22**Name of Department or Division**

KIN

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-91 (2016-2017)

ADDITIONAL hours or months?**If requesting ADDITIONAL hours or months**

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Women's Athletic Equip Attendant =====

Provide justification statement here.

Unfortunately, we don't have any quantitative data but this position was left vacant when Bonnie Shipton retired 10 years ago. Since her retirement we have had 5 different hourly workers try and maintain the facility, with limited hours. Currently we are only allowed to hire temporary attendants which need to be trained yearly. This process takes time away from the Women's Athletic Director who has to do this training every summer. Also, the limited hours means the attendants are only available from 9-2pm and closed on Fridays. Our female students need to be better cared for in this area which related to improvement of college support.

Student Success, Equity Goals, Guided Pathways

As of now, the women do not have the same locker privileges that the men currently have. If evening dance classes or PE classes need anything from the attendant they have to communicate with their instructors to get what they need. This is a clear violation of equity in our area.

Mandatory Requirements

health/safety

Mandatory Requirements Explanation

There should be an attendant available to care for both morning and evening classes. A safe and clean

environment is important to the students and our staff members who utilize this area.

Describe any industry-specific standards or best practices which relate to this request.

This position provides and maintains a safe and clean environment for our students and faculty (Occupational Safety and Health Administration OSHA)

Any other specific information not previously addressed?

Any other special concerns not previously identified?

If a student can't open their locker to get their personal items they have to wait until the morning.



Athletic Equipment Attendant

Class Code:
000389

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 13, 2011
Revision Date: May 13, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of responsible tasks of maintaining and controlling athletic and physical education equipment and supplies; issue, receive, store and repair equipment; assure that equipment and facilities are maintained in a safe, orderly and secure manner.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Athletic Director or department administrative staff position.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Stores, issues, receives, checks, repairs, orders and maintains inventories for equipment used in athletic activities and the Physical Education department for college sports programs.

Inspects clothing and equipment for needed repairs, repairs equipment; inventories and determines condition of athletic clothing and equipment; repairs uniforms as needed.

Sorts and launders uniforms and towels; mend uniforms as needed; repacks athletic bags with correct uniform.

Assigns, cleans and maintains records related to locks, lockers and combinations; washes lockers and rotates locks periodically.

Prepares uniforms, equipment and supplies for competitive games.

Set-ups equipment for physical education classes and athletic events as required.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Perform related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Equipment, materials and supplies used in team and individual sports in college athletic and physical education program.

Methods of cleaning, maintaining and repairing athletic uniform and equipment.

Storage and inventory principles and practices.

Appropriate safety precautions and procedures.

Recordkeeping techniques.

Health and safety regulations.

Ability to:

Maintain and control athletic and physical education equipment and supplies.

Issue, receive, store and repair equipment.

Assure that equipment and facilities are prepared in a timely manner according to established schedules.

Maintain and repair athletic clothing and uniforms.

Understand and follow oral and written directions.

Establish and maintain effective working relationships with others.

Meet schedules and timelines.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination equivalent to one year sufficient training and experience to demonstrate the knowledge and abilities listed above.

ADDITIONAL INFORMATION:

Other Requirements:

Some positions in this classification require traveling with the sports team to off-site games.

PHYSICAL REQUIREMENTS:

Lift objects weighing up to 50 pounds.

Requester

Yvette Ybarra ybarra@glendale.edu x3195

CHAC - 23**Name of Department or Division**

KIN

Full-Time or Part-Time

part-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

new position (i.e. new classification)

Request Status

This is a new request.

ADDITIONAL hours or months?**If requesting ADDITIONAL hours or months**

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed NEW Classification =====

Strength and Conditioning Coach =====

A strength-conditioning coach works directly with the head coach of each sport to put together a schedule for strength and conditioning workout times for each team. The strength and conditioning coach can work with an entire team during training sessions as well as with individual athletes.

Provide justification statement here.

A Strength and Conditioning Coach adds to any athletic program. All NCAA 4 year Universities and Colleges have a Strength and Conditioning Coach as part of their programs. The reason for this is to properly prepare athletes for competition at the highest level and prepare their bodies for long and enduring matches or games. Currently, our coaches not only have to coach the teams on and off the court or field but they also design and monitor weight programs for their perspective teams. Adding a Strength and Conditioning Coach would improve our effectiveness and possibly increase numbers on teams.

Student Success, Equity Goals, Guided Pathways**Mandatory Requirements**

health/safety

Mandatory Requirements Explanation

Most of our coaches are not certified to be a Strength and Conditioning Coach through the National Strength and Conditioning Association (NSCA). This is the main certification needed to provide the proper care for student-athletes and weight training. Having an individual who is properly trained and can make adjustments to trainings

is a true safety issue for our student-athletes. Our coaches at Glendale work hard to ensure safety but having a staff member whos primary concern is the health and safety of our student-athletes while weight training would be a great asset to our athletic staff.

Describe any industry-specific standards or best practices which relate to this request.

A Strength and Conditioning Coach should have proper certifications and be involved in continuing education and training. Under the guidance of the NSCA the individual hired will have to maintain certifications through publications, education, and continue growth within the NCSA network.

Any other specific information not previously addressed?

The most successful programs in the area all have a Strength and Conditioning Coach: Pasadena City College, College of the Canyons and Citrus, just to name a few.

Any other special concerns not previously identified?

As mentioned above, our head and assistant coaches run all weight programs for their teams. If we had a Strength and Conditioning Coach it would remove this from our coaching responsibilities and allow for more time to engage in college activities.

Requester

Eric Hanson ehanson@glendale.edu x5579

CHAC - 24**Name of Department or Division**

Library & Learning Support Services

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-31 (2016-2017)

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

4 hours per week, from 90% to 100%

If requesting ADDITIONAL hours or months

1

Proposed Classification Title (existing positions only) =====

Library Technician I =====

Provide justification statement here.

In order to cover the current gaps in coverage at the Library Circulation Desk, we would need to extend the Library Tech position to 1 FTE and the vacant Library Assistant position to 1FTE. We currently do not have coverage to allow for breaks and lunches, requiring our Library Computer Systems Coordinator or the Assistant Instructional Computer Lab Tech to leave their duties to cover at the Circulation Desk.

Gaps in service affect students timely access to textbooks, printing, iPads, and laptops. It also leaves the service desk unmanned at times with no one to respond to student's directional questions.

This increase of assignment would incur minimum cost as the employee already receives benefits. We might save in the long run with less need for temporary hourly coverage.

Student Success, Equity Goals, Guided Pathways**Mandatory Requirements****Mandatory Requirements Explanation**

These hours are needed In order to provide the mandatory breaks and lunch breaks of staff.

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Any other special concerns not previously identified?



Library Technician I

Class Code:
326

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 20, 2011
Revision Date: May 20, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a wide variety of responsible, and technical tasks related to the acquisitions, cataloging, processing, and/or circulation and distribution of library materials. Position may require working evening and/or weekend shifts.

DISTINGUISHING CHARACTERISTICS

The Library Assistant is an entry level position. This position assists in routine library-related tasks under close supervision.

The Library Technician I performs a variety of technical duties which require a general knowledge of library principles, practices and procedures. This position requires previous library experience and knowledge of operating procedures, processes, policies, references, and online utilities used in the library. The Library Technician I is responsible for the efficient and effective completion of tasks.

The Library Technician II performs broader, more complex specialized and technical duties which require a comprehensive knowledge of library principles, practices, and procedures. The Library Technician II position requires the ability to apply functional area policies and procedures, follow precedent and identify problems and recommend solutions in meeting goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a Library Manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Assists in collection maintenance according to established library principles and procedures, including: identifying materials for rebinding, repair or replacement; organizing and supervising shelving; shelf-reading, shifting, inventory and signage.

Maintains financial records of fines, fees, and patron delinquencies; secures collected monies and makes proper deposits.

Inputs and retrieves data from the library automated system and other library and campus databases.

Assists with the organization and operation of circulation and inventory activities and projects.

Assists with the operation, maintenance and repair of library and office equipment available to the public including typewriters, calculators, personal computers, photocopies, and microform reader-printers.

Assists in cataloging new materials; searching and retrieving preliminary MARC – format records from OCLC or other bibliographic source; editing records; assigning classification numbers, verifying proper subject headings.

Applies and interprets library policies and procedures and participates in the planning and development of policies and procedures.

Provides general library information in person and over the telephone.

Processes, organizes, and circulates all materials, including reserve items, periodicals, non-print materials, and books using Dewey Decimal classification, Anglo American cataloging rules, Library of Congress Subject Heading and local standards.

Participates in the compilation of daily, monthly, and yearly statistics.

Orders and receives a wide variety of library materials including books, pamphlets, serials, and non-print items and notifies requestors of availability of materials.

Receives and edits multi-format online bibliographic records and verifies bibliographic citations necessary for ordering materials using the online database, the online catalog, and other bibliographic sources.

Prepares purchase orders, initiate payment authorization, selects jobbers and/or publishers, place orders, receives shipments, and responds to inquiries and complaints regarding materials received.

Initiates and processes Interlibrary Loan Requests via online database.

Discards designated library materials and arranges for their distribution.

Prepares bibliographic list of library holdings such as the Video List, the Periodical List, and the College Catalogs List.

Communicates issues and assists in resolving problems related to specific Library/Learning Resources area assigned.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Library terminology, standard library practices and techniques, and office recordkeeping and bookkeeping methods.

Computerized library systems and interpretation of manuals.

The Dewey Decimal Classification.

Machine Readable Cataloging (MARC) fields and tags.

Anglo-American Cataloging Rules (AACR2).

Modern office practices.

Word processing, spreadsheets, and database utilization.

Basic accounting and statistical principles

Ability to:

Perform detailed and general library tasks both accurately and rapidly.

Apply and interpret library policies and procedures.

Interpret, apply and explain rules, regulations and policies and exercise good judgment within established procedures.

Answer routine directional questions.

Demonstrated ability to keyboard accurately or moderate level typing skills.

Communicate clearly, concisely and effectively both orally and in writing.

Interact positively and diplomatically with faculty and students in a multi-ethnic environment.

Operate standard office equipment such as computers, typewriters, microform equipment and calculators.

Keyboard accurately at 35 wpm.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree from an accredited college or university.

Two years of library para-professional experience.

ADDITIONAL INFORMATION:

PHYSICAL REQUIREMENTS:

Ability to work in an environment which requires lifting up to 30 pounds, bending, stooping, and pushing.

Requester

Eric Hanson ehanson@glendale.edu x5579

CHAC - 25**Name of Department or Division**

Library & Learning Support Services

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-44 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Library Technician II =====

This position will enhance student success by providing students with access to the materials and resources necessary for them to be successful in working toward and attaining their educational goals. The focus of the library collection, which the technician works to enhance and make accessible and available to students, is to support the curriculum of the college and to support students in doing research and information gathering that is part of their assignments.

During budgetary cuts, this position was given up, but has never been restored.

Student Success, Equity Goals, Guided Pathways

This position will enhance student success by providing students with access to the materials and resources necessary for them to be successful in working toward and attaining their educational goals. The focus of the library collection, which the technician works to enhance and make accessible and available to students, is to support the curriculum of the college and to support students in doing research and information gathering that is part of their assignments.

Mandatory Requirements**Mandatory Requirements Explanation**

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Over the past several years, an increasing number of electronic resources (e-books and databases) have been added to the library's collection. These resources require cataloging and maintenance just like print resources. In 2011-2012 the library's e-book collection more than doubled, with the addition of 29,000 titles.

In addition, during Winter 2014, the library began a major weeding project (removing items from the collection). Significant staff time is required in order to delete records from online systems, physically process items for discard, and to process items to be relocated within the collection or to be shipped to Better World Books as a donation. This is a long-term, time-intensive project and filling the Library Technician II position is essential to the ongoing success of this project.

THE LIBRARY ADDED 40,628 TITLES OVER THE PAST YEAR. MOST OF THESE TITLES WERE IN DIGITAL FORMAT AND ARE YET TO BE MADE FULLY AVAILABLE TO STUDENTS, AS WE DO NOT HAVE THE STAFF TO PROCESS THESE ITEMS IN A TIMELY FASHION.

Any other special concerns not previously identified?



Library Technician II

Class Code:
327

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE

Established Date: May 20, 2011

Revision Date: May 20, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of specialized technical duties in the circulation, organization and management of library resources and materials. Position may require working evening and/or weekend shifts.

DISTINGUISHING CHARACTERISTICS

The Library Assistant is an entry level position. This position assists in routine library-related tasks under close supervision.

The Library Technician I performs a variety of technical duties which require a general knowledge of library principles, practices and procedures. This position requires previous library experience and knowledge of operating procedures, processes, policies, references, and online utilities used in the library. The Library Technician I is responsible for the efficient and effective completion of tasks.

The Library Technician II performs broader, more complex specialized and technical duties which require a comprehensive knowledge of library principles, practices, and procedures. The Library Technician II position requires the ability to apply functional area policies and procedures, follow precedent and identify problems and recommend solutions in meeting goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a Library Manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Assists with maintenance, arrangement, cataloging, and inventory of materials collections and equipment as required; prepares new materials for shelving.

Assists with the organization and operation of circulation and inventory activities and projects.

Identifies bibliographic records by control numbers, tags, and subfields for downloading from OCLC or other bibliographic utilities to online library catalog.

Catalogs new materials; searches and retrieves preliminary MARC – format records from OCLC or other bibliographic source; edits records; assigns classification numbers, verifies proper subject headings.

Updates records of holdings, title changes, and frequencies of periodicals, journals, and monographs and assigns barcodes.

Catalogs, processes, and maintains back files of library donations.

Compiles daily, monthly and yearly statistics of all categories of circulating items as well as in-house circulation, daily headcount.

Claims missing, lost and not-received periodicals, journals, and newspapers; designs computer-generated reports and publications describing library collections.

Monitors, maintains, and prepares reports on book and continuations budget funds via appropriate ledgers, VAX computer system, library system, and spreadsheet software.

Searches, monitors, and creates reports on all interlibrary loan transactions and maintains records of ILL activity for the California State Library.

Communicates computer system problems involving area of responsibility.

Prepares requisitions for payment of vendors' invoices, maintains accurate records of materials purchased, and compiles monthly and annual reports of acquisition activities.

Composes letters, memos, and reports to vendors, libraries, faculty and staff regarding materials acquisitions and availability.

Maintains Library Instruction Program records, including student attendance and faculty participation.

Assists in the preparation and maintains inventory of instructional materials.

Plan and organize work flow in area of responsibility.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Library terminology, standard library practices and techniques, and office recordkeeping and bookkeeping methods.

Computerized library systems and interpretation of manuals.

The Dewey Decimal Classification System.

Machine Readable Cataloging (MARC) fields and tags.

Anglo-American Cataloging Rules (AACR2).

Library of Congress Subject Headings.

Modern office practices.

Word processing, spreadsheets, and database utilization.

Desktop publishing and graphics applications software programs.

Computer operating systems such as DOS, OS/2, Windows.

Basic accounting and statistical principles.

Ability to:

Perform detailed and general library tasks accurately and rapidly.

Interpret, apply and explain rules, regulations and policies and exercise good judgment within established guidelines.

Answer directional questions and specific queries within area of responsibility.

Communicate clearly, concisely and effectively both orally and in writing.

Interact positively and diplomatically with faculty and students in a multi-ethnic environment.

Operate, troubleshoot, and instruct others in the use of standard office equipment, fax machines, modems and calculators.

Demonstrated ability to keyboard at 35 WPM.

Establish and maintain cooperative and effective working relationships with others

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree from an accredited college or university.

Three years of library para-professional experience.

ADDITIONAL INFORMATION:

PHYSICAL REQUIREMENTS:

Ability to work in an environment which requires lifting up to 30 pounds, bending, stooping, and pushing.

DESIRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university.

Requester

CHAC - 26

Eric Hanson ehanson@glendale.edu x5579

Name of Department or Division

Library & Learning Support Services

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-32 (2016-2017)

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

12 hours per week

If requesting ADDITIONAL hours or months

1

Proposed Classification Title (existing positions only) =====

Library Assistant =====

Provide justification statement here.

This position ensures that night and weekend students have the services necessary for success available to them.

In order to cover the current gaps in coverage at the Library Circulation Desk, we would need to extend the Library Tech position to 1 FTE and the vacant Library Assistant position to 1FTE. We currently do not have coverage to allow for breaks and lunches, requiring our Library Computer Systems Coordinator or the Assistant Instructional Computer Lab Tech to leave their duties to cover at the Circulation Desk.

Gaps in service affect students timely access to textbooks, printing, iPads, and laptops. It also leaves the service desk unmanned at times with no one to respond to student's directional questions.

Student Success, Equity Goals, Guided Pathways

Gaps in service affect students timely access to textbooks, printing, iPads, and laptops. It also leaves the service desk unmanned at times with no one to respond to student's directional questions.

Mandatory Requirements

Mandatory Requirements Explanation

Fulfilling this request would ensure that the library can meet state regulations for staff breaks and lunch breaks.

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

This augmentation of assignment would have a minimal effect on budget as the current 70% assignment already receives benefits. This would also help to remove the library's current reliance on part-time hourly employees for an additional savings.

There would be a reduced need for hourly workers that have helped to cover hours and gaps in the past.

Any other special concerns not previously identified?



Library and Learning Support Assistant

Class Code:
1598

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 20, 2011
Revision Date: Apr 11, 2018

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of clerical and customer service oriented tasks related to the circulation media and technology materials in the library and learning commons. Incumbents have frequent contact with library and learning commons patrons, answer a variety of questions, and provide general library and learning commons information and assistance.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Library Public Services Manager or the Library Technical Services Manager.

Provides work direction to student workers.

EXAMPLES OF DUTIES:

Performs routine circulation desk duties in the library and learning commons using the Integrated Library System (ILS), including inputting, searching and retrieving data in the catalog and circulation databases regarding the location and status of materials (e.g., overdue, checked in, and checked out); charging, checking out, renewing, and receiving materials (e.g., books, lpads and computers).

Provides information to patrons in person, through email and over the phone regarding library and learning commons policies and procedures, the use of library and learning commons equipment (e.g.,

computer terminals, photocopiers, and scanners) and website, and the location of resources (e.g., books and ipads); directs reference and research questions to the appropriate library and learning commons personnel.

Collects fines and fees associated with overdue library and learning common materials and issues receipts in accordance with established library and learning common procedures.

Records counts related to library and learning commons operations (e.g., the daily count of people through the door and the number of people helped throughout the day) in order to track usage of library and learning commons services and materials.

Maintains accurate and secure inventory of library and learning commons materials, including scanning materials, marking them as in stock, and noting any missing items.

Performs routine maintenance on library and learning commons office equipment (e.g., resolving paper jams and replacing toner in the printers and copiers, and performing factory resets on technology such as ipads) in order to resolve minor issues and ensure that the equipment is ready for use; notifies supervisor if any major repairs are needed.

Ensures collections are maintained in a neat and orderly manner by shelf reading and shelving books according to the Dewey Decimal System.

Performs minor in-house mending and binding of damaged materials (e.g., reattaching torn pages) using adhesives (e.g., tape and glue).

Performs a variety of general clerical work related to library and learning commons operations (e.g., maintaining files and records in alpha-numeric order, sorting mail, unpacking boxes of materials, photocopying, record keeping, and typing handouts and basic signage).

Provides work direction and training to student workers.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic library terminology.

The Integrated Library System (ILS) to input, retrieve, and search data in the catalog and circulation databases.

Library and learning commons practices, policies and procedures, including those regarding overdue notices, fines, and replacement fees.

The maintenance and operation of standard office equipment (e.g., computer terminals, photocopiers, scanners, Ipads, and laptops).

The operation of enterprise management software (e.g., JAMF) to factory reset technology (e.g. I pads).

Standard office applications (e.g., Microsoft Word and Excel).

Principles, techniques and etiquette for providing effective customer service in person, electronically and over the phone.

The Dewey Decimal Classification System.

Internet and search engine navigation techniques.

Effective record keeping and filing procedures.

Book mending and binding methods using adhesives (e.g., tape and glue).

English usage, vocabulary, spelling, grammar, punctuation.

Basic arithmetic including, addition, subtraction, multiplication and division.

Ability to:

Use the Integrated Library System (ILS) to input, retrieve, edit, and search data.

Learn, explain, and apply practices, policies and procedures.

Maintain and operate standard office equipment (e.g., computer terminals, photocopiers, scanners, I pads, and laptops).

Use office applications and internet browsers (e.g. Microsoft Word and Excel) to prepare correspondence, record data, and locate information.

Provide effective customer service in person, electronically and over the phone.

Classify and sort library materials alphanumerically.

Perform minor repairs on books with adhesives (e.g., tape and glue).

Effectively learn and perform a variety of general clerical work (e.g., sorting mail, and unpacking boxes of materials, photocopying, record keeping, and typing handouts and basic signage.)

Effectively maintain accurate and secure inventory of equipment and materials.

Communicate clearly and effectively, orally, and in writing.

Interact positively and effectively with faculty, staff, management, and students in a multi-cultural environment.

Perform basic arithmetic including, addition, subtraction, multiplication and division.

Understand and follow oral and written directions.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

High school Diploma or equivalent.

One year of clerical experience.

ADDITIONAL INFORMATION:

PHYSICAL REQUIREMENTS:

Ability to work in environment which requires lifting up to 30 pounds, bending, stooping, and pushing.

DESIRED QUALIFICATIONS:

College-level coursework in Library Science, Computer Science, Business or a related field from an accredited college or university.

Previous experience in a library setting.

Requester

Geri Ulrey gulrey@glendale.edu 5677

CHAC - 27**Name of Department or Division**

Media Arts - Visual Performing Arts

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

new position (i.e. new classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-86 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

N/A

If requesting ADDITIONAL hours or months

N/A

Proposed NEW Classification =====

Television Studio Engineer =====

Provide justification statement here.

The Television Studio is a complex matrix of mechanical, electronic and digital parts and independent devices. It is forever changing, shifting, and degrading. A TV Engineer is responsible for the daily and long term care of the studio.

A TV engineer is like a mechanic on a race track; they are there to make tiny and larger adjustments to the equipment and computer systems, digital devices, cameras and other high end equipment, as it falters - as the immediate need presents itself.

This is a highly specialized occupation especially since it is in context of live - fast paced - television production. When a piece of equipment "goes down" there is not time to wait. An engineer is there to fix the problem immediately.

Television Engineering is a separate skill set and in the film and TV industry, most filmmakers, Television producers and directors - creators of the medium who are skilled in the area of video or audio production, are not engineers. Faculty must be focused on teaching and classroom management; they are not trained to manage the various electronic and mechanical components of a studio; faculty are not engineers and are not trained to

trouble shoot the studio.

Student Success, Equity Goals, Guided Pathways

To increased retention of Media Arts students we must have not sustainable facilities and a TV Studio is mandatory. Most of the other Community Colleges have a functional TV Studio and we can not presently compete with their programs. Increased completions of Media Arts degrees and certificates will come with state of the art equipment that is functional. Our facilities precipitates successful completion of student film and TV projects and successful placement in industry jobs. Additionally, Student Workers and Student Instructors will work closely with the TV Studio Engineer and will receive professional training and mentoring on TV Studio best practices.

Mandatory Requirements

health/safety

Mandatory Requirements Explanation

Because the successful operation of a TV Studio includes safe operation of the equipment (safe for equipment and the students) AND faculty should not be overseeing this piece of the operation of the TV Studio it is necessary for their to be a trained staff person to oversee safety regulations and operation of the facilities and equipment.

Describe any industry-specific standards or best practices which relate to this request.

Electricity Distribution and Safety Guidelines of electric components, , Construction and Maintenance of Sets, Configuration and maintenance of electronic consoles that are intricately integrated.

Any other specific information not previously addressed?

When the TV studio "goes down" the class stops. Faculty are not trained nor or they able to spare the classroom time to trouble shoot TV Studio issues.

Any other special concerns not previously identified?

In order to attract students to our area, we must have a working - functional - TV studio (as is found in the other Community Colleges in LA County). Without a TV Engineer we will not have a sustainable - functional - TV Studio. One can not exist without the other. So as we upgrade our TV Studio, we will need to hire a TV Studio Engineer.

Requester

Beth Pflueger pflueger@glendale.edu x5829

CHAC - 28**Name of Department or Division**

Music Department

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

new position (i.e. new classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-45 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Program Assistant (Office Assistant III) =====

Provide justification statement here.

The creation of this position will release faculty from performing classified staff duties. The amount of classified work in the music department has increased exponentially as we have added faculty (3 FT faculty to currently 6 FT faculty) and programs, and this position has been urgently requested in Program Review since 2009. This position existed in music years ago and was reassigned to another area in 1993 due to personality issues at the time.

Performing arts departments have a great deal of performing production work, and publicity for those performances that needs to be done. Currently that work, typically handled by a program assistant, is being done by faculty, to the disadvantage not having time to create and update courses and degrees, recruit and maintain outreach. Creating this position will allow faculty members to better serve students and the program rather than do classified employee work.

Student Success, Equity Goals, Guided Pathways

Students will be more successful with more classified support, as there will be an assistant to the faculty in quickly responding to various routine needs. And, the faculty can be much more available to create new courses and programs, to recruit and do outreach, to be available for advising and campus committees, and to create more

performing experiences for our students, to bring this standard up to that of our area colleges.

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

We are the ONLY music department among area colleges that has no program assistant. PCC and LACC both have 2 full time positions, ELAC and LA Valley College both have 1 full time position. Clearly we are unable to provide the same type of faculty support to our students as our colleagues in these other schools, who are not obligated to try to manage clerical duties as well as their faculty assignments. Currently we use student workers as much as possible, but they are not able to do the level of classified work that we require. One month ago we were approved to hire a temporary classified employee to take on some of these duties - but she is temporary to get the department through concert season. We need someone to help throughout the year.

Any other specific information not previously addressed?

This position will largely include creating and concert programs and managing production needs, and coordinating publicity, including updates to our web site for both class offerings and for upcoming performing events. This is very much needed in order to keep us current with other area schools. Other duties will include assisting with accompanist payroll, heading the choral and orchestra library organization and management, assist in equipment management, track music major information and transfer data, organize our marketing efforts, assisting with performing ensemble concert technical needs, and being a constant presence in the office for student contact and to manage correspondence.

Any other special concerns not previously identified?

Being the only music department in the region whose faculty as expected to perform all these classified functions has taken it's toll on the energy and morale of the department. We deal with extremely inadequate facilities as well. Students tell us that our faculty is better than the music faculty in neighboring Colleges but we cannot grow the department if our faculty is doing tasks that should be done by a Classified employee. Our students are suffering since our faculty just can't get to everything that we could be doing - for instance organizing extra performances, small performance groups, faculty recitals, and guest performances. At other neighboring schools, faculty are able to take on these responsibilities since they do not have to do jobs that a Classified employee should be doing.



Office Assistant III

Class Code:
2113

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 23, 2011
Revision Date: May 23, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of complex clerical and administrative work requiring specialized knowledge and involving frequent and responsible contacts.

DISTINGUISHING CHARACTERISTICS

A Office Assistant III assumes functional responsibility for a general administrative and clerical activity. The work of this class requires the exercise of independent judgment in the interpretation and application of rules, procedures, policies, and precedents.

A Office Assistant II performs a wide variety of journey-level general clerical duties within a framework of established procedures. The work of this class requires a knowledge of clerical systems and procedures, and the ability to choose among a limited number of alternatives in solving routine problems.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a classified or academic manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Plans, schedules and performs a variety of complex clerical and administrative work related to the specialized function to which assigned.

Conducts transactions with school personnel or the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.

Supplies information involving facts and interpretations.

Prepares documents based on data obtained from records and other sources and processes them in accordance with prescribed procedures.

Compiles information for reports and transactions and assists in the consolidation and presentation of data.

Maintains system of files and records; establishes and maintains systems to insure accountability and controls.

Composes correspondence and prepares reports independently or from oral instructions.

Operates a personal computer and various office machines; may do incidental typing.

Investigates general clerical procedures and develops recommendations regarding such areas as forms and reports, schedules, filing systems, flow of information, etc.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Office practices, supplies and equipment.

English usage, spelling, grammar, and punctuation.

Appropriate laws, rules, and regulations.

Ability to:

Performs clerical and administrative work involving independent judgment, accuracy and speed.

Spell correctly, use appropriate English and make arithmetical computations.

Operate a computer and standard software programs.

Understand and carry out oral and written directions.

Plan, lay out and conduct clerical operations involving transactions requiring effective accountability and accurate controls.

Learn, interpret, and communicate effectively rules, regulations, policies and procedures.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Graduation from High School or equivalent and college-level coursework in business, computer science or a related field.

Two years of increasingly responsible clerical experience, including operation of a personal computer.

Requester

CHAC - 29

Beth Pflueger pflueger@glendale.edu x5829

Name of Department or Division

Music Department

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-06 (2016-2017)

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

20 additional hours per month

If requesting ADDITIONAL hours or months

Total hours would be 40.

Proposed Classification Title (existing positions only) =====

Senior Instructional Lab Technician =====

Provide justification statement here.

This request has been submitted to Program Review for many years. The number of students taking courses that need to work in the lab has increased each year.

Student Success, Equity Goals, Guided Pathways

Students will be better served by a lab supervisor on duty more hours, as the supervisor is experienced in the subject area, as opposed to student workers who are not.

Mandatory Requirements

Staff oversight for lab hours

Mandatory Requirements Explanation

We believe staff oversight in instructional labs is a must.

Describe any industry-specific standards or best practices which relate to this request.

Current our Music Lab Supervisor works 20 hours, and therefore remaining open hours for the lab are staffed by student workers. The lab needs to be open as many hours as it is in order for students to complete requirements for their coursework. Having full time supervision by a staff person would make the lab environment safer and more helpful to the students.

Any other specific information not previously addressed?

Any other special concerns not previously identified?

We have been asking for this addition to the position for many years. Running the lab with only student workers during some hours is not a best practice on many levels.



Senior Instructional Lab Technician

Class Code:
322

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 26, 2011
Revision Date: May 26, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

Oversees and participates in the operation and maintenance of equipment, supplies and inventory. Performs technical, clerical, lead and tutoring duties in an Instructional Lab, and accommodates computer assisted learning programs to the curriculum assigned.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by academic or classified manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Directs and assists students individually and in small groups in laboratory work provided by instructors.

Monitors student progress.

Keeps records of student work according to established procedure.

Assists in coordinating and training lower-level staff.

Assists in the preparation of the budget, gathers data and drafts portions of grant proposals.

Coordinates the use of the Lab's equipment and facilities, prepares requisitions, and keeps records of supplies and equipment.

Maintains the security and physical appearance of the labs and facilities.

Performs minor repair of equipment, and arranges for major repairs and assists repair person in determining sources of problems.

Demonstrates and supervises safe and proper use of equipment.

Researches, receives, stores, and inventories supplies and equipment.

Assists faculty in recruitment, selection, and training of tutors, and supervises tutors working in the Lab.

Assists instructors in scoring and recordkeeping.

Translates and modifies computer assisted instructional programs in the subject area.

Tutors students in the subject area and assists them in computer use.

Selects, trains, evaluates, maintains, and coordinates schedules of student workers.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Associate's degree from an accredited college or university or equivalent or certification in the subject area of assignment.

Five years experience assisting students or teaching the subject of the assignment to adults either at the community college or adult education level.

Experience with computers, and computer-assisted instruction in the use of word processing programs.

Desirable:

Bachelor's degree in the assigned area from an accredited college or university preferred.

Requester

Maria Czech mczech@glendale.edu x5025

CHAC - 30**Name of Department or Division**

Noncredit Business and Life Skills

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a new request.

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

10 hours per week

If requesting ADDITIONAL hours or months

30 current hours + 10 new = 40

Proposed Classification Title (existing positions only) =====

Student Services Assistant II =====

Provide justification statement here.

This position is critical to support and meet the department program review goal : Design and implement GEDplus courses in mathematics and English to parallel GEDplus (college readiness) scoring rubric. This position would provide needed clerical support to the faculty by inputting and monitoring student enrollment and grading on PeopleSoft, preparing and administering diagnostic exams, and assisting students and instructors with CANVAS and Vericite programs

Student Success, Equity Goals, Guided Pathways

The GEDplus courses fill the gap between the high school equivalency exam and placement in the first level of credit classes, all connecting to student success, equity and guided pathways. Clerical support is essential.

Mandatory Requirements

state or federal laws

Mandatory Requirements Explanation

This course addresses the mandate of AB705 requires community college districts (CCD) to maximize the probability that a student will enter and complete coursework in math and English within a one-year time-frame by utilizing multiple measures to achieve this goal. The GEDplus courses fill in the gap for students to help them place in first level (at least) credit classes.

Describe any industry-specific standards or best practices which relate to this request.

One of the best practices identified by Community College Student Success (CCSS) is academic support services. The GEDPlus courses provide the bridge from noncredit to credit, which is a major support for retention and completion. Clerical assistance in this is crucial.

Any other specific information not previously addressed?

No additional information at this time.

Any other special concerns not previously identified?

No specific concerns at this time.



Student Services Assistant II

Class Code:
2004

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE

Established Date: May 31, 2011

Revision Date: May 31, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of complex clerical duties related to student services programs, including maintaining student databases and generating statistical reports. Identifies student needs, makes referrals and ensures proper recordkeeping requiring specialized knowledge of student (local, State, and Federal) programs.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by an academic or classified manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Identifies student needs and makes referrals.*

Inputs data and maintains student databases.*

Assists in the planning and coordinating of program activities.*

Reviews and compares data using software and prepares reports.*

Provides student data as required to appropriate college staff.*

Orders office supplies and maintains inventory.*

Provides work direction and training to student workers.*

Performs lower-level or related duties as required.

An asterisk (*) indicates an essential job duty.

MINIMUM QUALIFICATIONS:

Knowledge of:

Data entry and retrieval from database programs.

Word processing, spreadsheet and database computer software.

Processes of recording and maintaining student files.

Applicable rules, regulations, policies, and laws related to program services.

Ability to:

Operate a computer, utilizing word processing, spreadsheet and database software.

Establish and maintain effective working relationships with faculty and students.

Maintain the confidentiality of records and files.

Work with minimum supervision.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Requirements:

High School Diploma or equivalent.

Three years of increasingly responsible clerical work, including computer software experience.

DESIRED QUALIFICATIONS:

Associate's degree from an accredited college or university in a related field.

Requester

Maria Czech mczech@glendale.edu x5025

CHAC – 31**Name of Department or Division**

Noncredit Business and Life Skills

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a new request.

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

22 hours

If requesting ADDITIONAL hours or months

18 current hours + 22 new hours = 40

Proposed Classification Title (existing positions only) =====

Student Services Assistant =====

Provide justification statement here.

This position is critical to support and meet the department program review goal: design and implement semester long cohort groups for students near completion of the high school equivalency exams. In this position, the staff person will provide clerical support to the department specifically focused on the cohort immediately preparing to pass the high school equivalency exams. The staff will support the faculty by inputting and monitoring student enrollment on PeopleSoft, preparing and administering diagnostic exams, grading, and assisting students and instructors with CANVAS and Vericite programs. Moreover, the staff will tutor the students in mathematics for 10 hours a week and make persistence calls to follow up on student absences. Additionally, this person will keep track of students after their graduation to document their college and career pathway, as stipulated by the Workforce Innovation and Opportunity Act (WIOA)

Student Success, Equity Goals, Guided Pathways

Noncredit students still represent the single largest feeder to the main campus with an increase of first-time credit students coming from noncredit, as opposed to diminishing populations from local high schools. As more effort is devoted to developing clear pathways for students, GCC can expect more noncredit students to matriculate to credit. This position would ensure a steady flow of students from noncredit to credit.

Mandatory Requirements

state or federal laws

Mandatory Requirements Explanation

Keeping track of students after their graduation to document their college and career pathway, as stipulated by the Workforce Innovation and Opportunity Act (WIOA) is one mandate addressed through this position.

Describe any industry-specific standards or best practices which relate to this request.

Course redesign to move students through a program more quickly, persistence, and consistent tutoring are all best practices according to the Community College Student Success (CCSS). This position would be vital in supporting these best practices.

Any other specific information not previously addressed?

No additional information at this time.

Any other special concerns not previously identified?

No additional concerns at this time.



Student Services Assistant

Class Code:
404

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 31, 2011
Revision Date: May 31, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of clerical tasks requiring knowledge of student services programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by an academic or classified manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Performs, plans and schedules a variety of clerical duties related to program services.*

Compiles information for lists, reports and transactions and assists in the consolidation and presentation of data.*

Maintains the security of tests, materials and equipment.*

Assists students and faculty with program information and services.*

Types reports, correspondence, minutes, requisitions and schedules.*

Greets, assists and schedules appointments for students and visitors.*

Completes and processes forms in accordance with prescribed procedures.*

Maintains and organizes a system of files and records.*

Inputs data into various computer databases.*

Verifies time sheets for student workers.*

Performs related duties as assigned.

An asterisk (*) indicates an essential job duty.

MINIMUM QUALIFICATIONS:

Knowledge of:

Word processing and database software programs.

Office practices and equipment.

Recordkeeping principles and procedures.

Student needs and available services.

Applicable rules, regulations, policies and laws related to program activities.

Ability to:

Establish and maintain effective working relationships with faculty and students.

Demonstrate the proper utilization of equipment and materials.

Operate a computer, utilizing word processing, spreadsheet and database software.

Maintain the confidentiality of records and files.

Type 40 wpm.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Requirements:

High School Diploma or equivalent.

Two years of clerical work, including computer software experience.

Requester

Maria Czech mczech@glendale.edu 5025

CHAC - 32**Name of Department or Division**

Noncredit Business and Life Skills

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a new request.

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

10 hours

If requesting ADDITIONAL hours or months

30 current hours + 10 new hours = 40

Proposed Classification Title (existing positions only)

Student Services Assistant

Provide justification statement here.

This position is critical to support and meet the department program review goal: to increase persistence and ensure higher completion rates. This clerical staff would keep track of absences, call students who have stopped out, and encourage them to return and continue with their studies. Additionally, the staff would cover missing hours of departmental front desk management (about 4 hours a week), provide work direction and training to student workers, administer and grade practice tests, and support instructors with preparation of class materials. This would free faculty to work more closely and personally with students, thus ensuring their persistence and completion of the program.

Student Success, Equity Goals, Guided Pathways

This position directly impacts students at risk of failure. It supports student success, addresses equity issues and allows students to be guided toward career and college readiness.

Mandatory Requirements

state or federal laws

Mandatory Requirements Explanation

According to a report by The Georgetown University Center on Education and the Workforce, by 2018 63% of all U.S. jobs will require education beyond high school. Yet, nearly half of the U.S. workforce-- about 88 million

adults aged 18 to 64--- has only a high school education or less, and/or low English proficiency. ABSE department's important mission helps to close this gap and provide workers with the skills needed for the jobs of today and tomorrow. Clerical support is essential in accomplishing this mission.

Describe any industry-specific standards or best practices which relate to this request.

Persistence has been identified by the Community College Student Success (CCSS) as a major aspect of best practices. With the cut back of additional hours for clerical staff to attend to persistence, funded through grant monies, the program can no longer provide this intervention. Therefore, this position is vital in support of this best practice.

Any other specific information not previously addressed?

No additional specific information at this time

Any other special concerns not previously identified?

No additional concerns at this time



Student Services Assistant

Class Code:
404

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 31, 2011
Revision Date: May 31, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of clerical tasks requiring knowledge of student services programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by an academic or classified manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Performs, plans and schedules a variety of clerical duties related to program services.*

Compiles information for lists, reports and transactions and assists in the consolidation and presentation of data.*

Maintains the security of tests, materials and equipment.*

Assists students and faculty with program information and services.*

Types reports, correspondence, minutes, requisitions and schedules.*

Greets, assists and schedules appointments for students and visitors.*

Completes and processes forms in accordance with prescribed procedures.*

Maintains and organizes a system of files and records.*

Inputs data into various computer databases.*

Verifies time sheets for student workers.*

Performs related duties as assigned.

An asterisk (*) indicates an essential job duty.

MINIMUM QUALIFICATIONS:

Knowledge of:

Word processing and database software programs.

Office practices and equipment.

Recordkeeping principles and procedures.

Student needs and available services.

Applicable rules, regulations, policies and laws related to program activities.

Ability to:

Establish and maintain effective working relationships with faculty and students.

Demonstrate the proper utilization of equipment and materials.

Operate a computer, utilizing word processing, spreadsheet and database software.

Maintain the confidentiality of records and files.

Type 40 wpm.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Requirements:

High School Diploma or equivalent.

Two years of clerical work, including computer software experience.

Requester

Maria Czech mczech@glendale.edu 5025

CHAC - 33**Name of Department or Division**

Noncredit Business and Life Skills

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a new request.

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

10 hours

If requesting ADDITIONAL hours or months

40 hours

Proposed Classification Title (existing positions only) =====

Office Assistant III =====

Provide justification statement here.

As the aging population increases, following the census trends both locally (DATAUSA: Glendale, CA) and nationwide (U.S. Census data), there is a critical need to expand Lifelong Learning Seminars course offerings and validate it as a vigorous program with a full time faculty member, to meet the needs of the expansion of the maturing population. This necessitates a dedicated clerical staff person to provide assistance.

Student Success, Equity Goals, Guided Pathways

Lifelong Learning Seminars endeavors to promote critical thinking, communication, global awareness, and personal responsibility throughout the adults' lifetime. This necessitates the increase of clerical support to full-time. Currently the position is part-time and shared with Parent Education.

Mandatory Requirements**Mandatory Requirements Explanation**

At the present there is no designated staff specifically to assist Lifelong Learning Seminar.

Describe any industry-specific standards or best practices which relate to this request.

As Lifelong Learning Seminars program expands to meet the needs of the growing older adult population, the expansion of clerical service would address the workload imbalance and provide vital support for faculty.

Any other specific information not previously addressed?

Not at this time

Any other special concerns not previously identified?

Not at this time



Office Assistant III

Class Code:
2113

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 23, 2011
Revision Date: May 23, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of complex clerical and administrative work requiring specialized knowledge and involving frequent and responsible contacts.

DISTINGUISHING CHARACTERISTICS

A Office Assistant III assumes functional responsibility for a general administrative and clerical activity. The work of this class requires the exercise of independent judgment in the interpretation and application of rules, procedures, policies, and precedents.

A Office Assistant II performs a wide variety of journey-level general clerical duties within a framework of established procedures. The work of this class requires a knowledge of clerical systems and procedures, and the ability to choose among a limited number of alternatives in solving routine problems.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a classified or academic manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Plans, schedules and performs a variety of complex clerical and administrative work related to the specialized function to which assigned.

Conducts transactions with school personnel or the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.

Supplies information involving facts and interpretations.

Prepares documents based on data obtained from records and other sources and processes them in accordance with prescribed procedures.

Compiles information for reports and transactions and assists in the consolidation and presentation of data.

Maintains system of files and records; establishes and maintains systems to insure accountability and controls.

Composes correspondence and prepares reports independently or from oral instructions.

Operates a personal computer and various office machines; may do incidental typing.

Investigates general clerical procedures and develops recommendations regarding such areas as forms and reports, schedules, filing systems, flow of information, etc.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Office practices, supplies and equipment.

English usage, spelling, grammar, and punctuation.

Appropriate laws, rules, and regulations.

Ability to:

Performs clerical and administrative work involving independent judgment, accuracy and speed.

Spell correctly, use appropriate English and make arithmetical computations.

Operate a computer and standard software programs.

Understand and carry out oral and written directions.

Plan, lay out and conduct clerical operations involving transactions requiring effective accountability and accurate controls.

Learn, interpret, and communicate effectively rules, regulations, policies and procedures.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Graduation from High School or equivalent and college-level coursework in business, computer science or a related field.

Two years of increasingly responsible clerical experience, including operation of a personal computer.

Requester

Emelyn Judge ejudge@glendale.edu 5842

CHAC - 34**Name of Department or Division**

Nursing - Health Sciences

Full-Time or Part-Time

part-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-40 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Instructional Nursing Resource Lab Assistant 20 hour/week Permanent =====

Provide justification statement here.

As it stands now, all Nursing Resource Lab (NRL) hourly temporary assistants and NRL Permanent 20 hour assistants are grant funded. In the past, the Nursing Resource Lab (NRL) Assistant 20 hour per week permanent position was an established position under the Classified Classifications Classified Collective Bargaining Agreement from the early 2000's until 2011. This position was always district funded until the economic downturn. When the employee, Ellen Rosen, retired in June 2011, the position was never replaced.

Once the grants run out in 2 or 3 years, the Nursing Resource Lab (NRL) Assistant 20 hour per week permanent position will no longer be grant funded, unless the college makes it a district funded position as in the past. Ideally, two Instructional Nursing Resource Lab (NRL) Assistant 20 hour per week permanent positions are necessary for the lab and would decrease the amount of hourly temporary workers.

The Board of Registered Nursing (BRN) regulation requires that there be adequate resources and instruction for nursing students. The BRN will be coming for the five year re-approval visit in 2021. In 2020, the grant for the Nursing Resource Lab (NRL) Assistant 20 hour per week permanent position will end and accommodations to cover this position will be needed. If changes do not occur in the next 3 to 5 years, we may see a non-compliance in the nursing program in the next visit. A non-compliance may result in the program being put under warning or

probation.

Student Success, Equity Goals, Guided Pathways

Mandatory Requirements

state or federal laws, board policies or administrative regulations, health/safety

Mandatory Requirements Explanation

According to the Board of Registered Nursing, California Code Regulation (CCR) Section 1424 (d): The program shall have sufficient resources, including faculty, library, staff and support services, physical space and equipment including technology to achieve the program's objectives.

The BRN's recommendation for CCR Section 1424(d) in the nursing program's re-approval visit was to: "Consider for future budgetary provision, sustaining funding by the college for grant funded programs, particularly, the full-time faculty positions and the supporting staff to ensure students success and retention."

The above statement regarding supporting staff specifically refers to the Instructional Nursing Resource Lab (NRL) Assistant 20 hour per week permanent position which was originally funded by the district until 2011. The Board of Registered Nursing (BRN) regulation requires that there be adequate resources and instruction for nursing students. The BRN will conduct their five year re-approval visit in 2021. In 2020, the funds in the grant that sustain the NRL Assistant 20-hour position will be exhausted. If changes do not occur in the next 3 to 5 years, we may see a non-compliance in the nursing program in the next visit.

Describe any industry-specific standards or best practices which relate to this request.

The Board of Registered Nursing (BRN) regulation requires that there be adequate resources and instruction for nursing students. The BRN will conduct their five year re-approval visit in 2021. In 2020, there will be no more grant funds to sustain the Nursing Resource Lab (NRL) Assistant 20 hour/week permanent position and accommodations to cover this position will be needed. If changes do not occur in the next 3 to 5 years, we may see a non-compliance in the nursing program in the next visit.

Any other specific information not previously addressed?

The Board of Registered Nursing requires student evaluations (both from current and graduate nursing students) of the nursing program each year. Every spring semester, a Resource Evaluation survey is sent to all nursing students. Each semester, a satisfaction survey is sent to the graduates. Surveys have consistently been positive except for the times when the NRL is unable to open for students due to lack of staff.

Any other special concerns not previously identified?



Nursing Resource Lab Assistant

Class Code:
393a

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE

Established Date: Jan 1, 2014

Revision Date: Jan 13, 2014

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

Assists nursing students with improving their knowledge of nursing skills through implementation of the nursing process, clinical assessment procedures, and care of patients across the spectrum of nursing. Schedules and monitors the use of equipment and laboratories. Assists students with documentation of clinical health requirements, class assignments, and portfolio tracking.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Associate Dean of Health Sciences.

Provides work direction to lower-level staff and student workers.

EXAMPLES OF DUTIES:

Monitors and tracks the use of equipment, supplies and facilities in Nursing Resources Lab (NRL).*

Coordinates, maintains and secures supplies and equipment in the lab.*

Assists students with computer programs, audio-visual equipment, set up and disassemble simulators, and other educational tools for their skill development and remediation.*

Assists instructors with simulation practice in class.

Reviews and practices nursing procedures taught in class by instructors with students, including, but not limited to: ambulating patients; dressing wounds; taking blood pressure, temperature, pulse, and respiration readings; administering medications, including injections and intravenous medications; and caring for enteral feedings; tracheostomies, urinary catheters, and colostomies.*

Prepares supplies and equipment for demonstrations, simulations and student debriefing.*

Issues materials and equipment to students for use in laboratory assignments and keeps records of loaned resources.*

Maintains records of student health and program requirements.*

Assists students with the remediation process after referral from and consultation with faculty.*

Assists instructors with web-based assignments, medical equipment (usage and repair), anatomical models, and multi-media resources.*

Assists instructors with skills testing and may proctor makeup examinations as needed.*

Maintains, cleans and repairs lab equipment such as mannequins, beds and video equipment.*

Contacts vendors as needed to repair or replace equipment or supplies.*

Maintains and organizes storage and work areas.*

Maintains and updates catalog of books, resource material, web-based activities and software.*

Orders office supplies and maintains inventory.*

Maintains schedules of student workers or hourly lab assistants.

Maintains records of student attendance in the NRL.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Current concepts, principles, and practices of nursing, clinical procedures associated with the treatment of all patients.

Basic anatomy and physiology.

Basic principles of microbiology, nutrition, health physics and pharmacology.

Medical terminology.

Specialized computer software used in the nursing and allied health professions.

Word processing, spreadsheet and database computer software.

Recordkeeping procedures.

Ability to:

Give clear, concise explanations and demonstrations of complex nursing concepts, practices and procedures to students.

Adhere to established Nursing Resources Lab guidelines from the student handbook.

Plan and organize work to meet schedules and timelines.

Follow complex instructions and procedures.

Establish and maintain effective working relationships with faculty and students.

Communicate effectively both orally and in writing.

Work with minimal supervision.

Maintain accurate records.

Operate and train students in the use of media equipment.

Set-up and disassemble patient simulator technologies; utilize and demonstrate applications and a variety of hospital equipment.

Operate a computer, utilizing word processing, spreadsheet and database software.

Provide work direction to others.

Minimum Qualifications:

Current licensure by the State of California as a registered nurse.

One year of direct patient care experience.

DESIRED QUALIFICATIONS:

Current and valid certification in Basic Life Support, Advanced Cardiac Life Support and Advanced Trauma Life Support.

Requester

Teri Ismail Tismail@glendale.edu x3071

CHAC - 35**Name of Department or Division**

Parent Support Center for Child Development

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

new position (i.e. new classification)

Request Status

This is a new request.

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

In order to meet the mandated requirements of Title 5 101s16.3, the center is required to have 3 staff members present at all times with the children. Even with the support of the director, head start and other short term employees, this has been a struggle. The hours that have been advertised for work for short term employees, have produced few prospective applicants. We would like to request the college use the job description of Early Childhood Educator to hire 3 positions in order to be compliant with the mandates.

If requesting ADDITIONAL hours or monthsI am requesting a total of 3 positions; **2 at 36 hours** and **1 at 20 hours****Proposed Classification Title (existing positions only) =====**

Early Childhood Educator =====

Provide justification statement here.

In order to meet the mandated requirements of Title 5 101s16.3, the center is required to have 3 staff members present at all times with the children. Even with the support of the director, head start and other short term employees, this has been a struggle. The hours that have been advertised for work for short term employees, have produced few prospective applicants. We would like to request the college use the job description of Early Childhood Educator to hire 3 positions in order to be compliant with the mandates.

Student Success, Equity Goals, Guided Pathways**Mandatory Requirements**

state or federal laws

Mandatory Requirements Explanation

We must maintain three staff according to the Department of Education and the temporary workers that we have been using since the inception of the Parent Support Center. It is becoming more difficult to fill the positions due to the instability of the job, and it does not create a consistent environment for the children to have rotating staff.

Describe any industry-specific standards or best practices which relate to this request.

The industry standard practice is to have an 8 to one ratio of staff to student.

Any other specific information not previously addressed?

no

Any other special concerns not previously identified?

no



Early Childhood Educator

Class Code:
1904

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: Mar 7, 2013
Revision Date: Oct 24, 2013

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION:

Performs a variety of specialized duties related to the care and education of young children and the training of college students in the Child Development Center and affiliated programs.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Child Development Director.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Provides care and education for classrooms of children, 6-months through preschool age, and interact with children in a developmentally appropriate manner.

Provides learning experiences in Social/Emotional Development, Cognitive Development and Physical Development.

Participates in curriculum planning, assessments, and documentation.

Creates effective environment for learning through functional and attractive displays, interest centers and exhibits of children's work.

Prepares and serves nutritional meals and designated snacks.

Provides work direction and assists in mentoring of college and community students assigned to the Child Development Center.

Participates in classroom rotations to provide continuity of care as designated.

Sets up and cleans up classroom, outdoor play area, workroom and kitchen as needed.

Attends required staff meetings.

Maintains departmental area(s) in a safe, clean and orderly condition; assure compliance with established District and Child Development center safety procedures and regulations.

Maintains professional competence through in-service educational activities provided by District and /or self-selected professional growth activities.

Maintains state required documentation and records.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Child development theories and its application to providing curriculum and guidance for young children.

Appropriate principles, practices and procedures used in child care programs.

Effective team teaching skills for working with staff members, students and families.

Interpersonal skills, using tact, patience and courtesy in assisting staff and college students.

Ability to:

Communicate effectively with children, staff and community representatives.

Demonstrate effective interaction and guidance techniques with children in accordance with center philosophy. Understand written and oral directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

EMPLOYMENT STANDARDS:

Minimum Qualifications:

Associates of Arts/Science Degree in Early Childhood Education, Child Development or related field from an accredited college or university.

Six (6) units of coursework in administration and supervision of Child Development programs and three (3) units of coursework in Infant /Toddler.

Valid Child Development Master Teacher Permit

Current Pediatric CPR, first aid and documented training in health practices as required by Title 22.

Desirable Qualifications:

Bachelor's degree in Early Childhood Education, Child Development, or related field.

ADDITIONAL INFORMATION:

PHYSICAL REQUIREMENTS:

Ability to lift up to 40 pounds.

WORKING CONDITIONS:

Child Development Center laboratory school program is subject to childhood communicable diseases.

Requester

Guido Girardi guido@glendale.edu x5635

CHAC - 36**Name of Department or Division**

Performing Arts Technical Support

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a new request.

ADDITIONAL hours or months?**If requesting ADDITIONAL hours or months**

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Performing Arts Technician =====

Provide justification statement here.

This position is a replacement for a laid-off employee that occurred during the budget induced lay-offs of July 1, 2003. During this period of being 'short staffed' the area manager is required to do many of the duties previously performed by this position. The remainder of the duties had been assigned to temporary workers and student workers which have in recent years been greatly reduced by both the budget and the new policies of HR and the Administration. Specifically, the policy limiting the amount of hours a temporary worker can work, and the frequency of dates that they may work. There will always need to be some temporary employees in this department, but we are no longer able to 'backfill' the loss of the full-time technician. Another factor that requires this position to be reinstated is that over the last 15 years, while operating with a reduced staff, the department has been expected to support more events, and provide a greater level of support to the existing events. It is now at the point where in order to provide an appropriate level of staffing to ensure the safe and timely execution of events, either the staff needs to be increased or the number of events decreased by 30%. This is respectfully said as a factual matter rather than an ultimatum.

Student Success, Equity Goals, Guided Pathways

Due to the nature of study in the technical theatre area, student success is greatly enhanced by the individualize mentoring that the Performing Arts Technicians provide. The lack of this position limits the time existing staff can provide for mentoring the students in a guided pathway to pursue either a bachelor's degree or directly to a career.

Mandatory Requirements

health/safety

Mandatory Requirements Explanation

Staff has been over worked to the extend that it has negatively affected their health, and has led to some worker compensation claims. The area manager believes these claims could have been avoided if the staff were at the appropriate level. There is a legitimate concern for the health and safety of the employees.

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Any other special concerns not previously identified?



Performing Arts Assistant Technician

Class Code:
313

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE

Established Date: May 23, 2011

Revision Date: May 23, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Oversees and performs technical duties in Music, Dance, and Theater productions to ensure the proper, safe, and timely construction, painting, rigging, and set-up of stage settings and assigned events; and assists in other aspects of technical work, such as lighting (hanging, circuiting, and focusing), sound.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Executive Vice President, Instruction or his/her designee.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Analyzes scenic plans, and lighting, and sound plots; works from blueprints, drawings, designs, and other renderings in order to execute stage sets, including estimating costs and time needed to complete the set.

Works with production manager and technical staff to assure that construction, painting, rigging, and set-up of stage settings and other assigned events are set- up in a proper, safe, and timely manner.

Provides work direction and assists in the work of stage construction and lighting technical crew; and assists in other aspects of technical work, such as sound.

Assigns work to property masters and crews.

Attends and oversees technical and dress rehearsals to ensure the proper execution of scene, lighting, and sound shifts, properties placement and shifting, and costume changes; confers with faculty director, in order to make sure productions run smoothly.

Ensures the proper use and safe handling of shop tools and equipment by all users; ensures proper maintenance and safety of stage areas.

Oversees the striking of sets following closing performances.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles, methods, materials, and terminology used in set construction, lighting, and sound design and set-up.

Safety measures and hazards particular to theater productions.

Basic electrical theory.

Drafting and blueprint readings.

Ability to:

Read and interpret designs, blueprints, renderings, and other drawings in order to execute sets.

Oversee and assist in the construction of stage sets and set-up and rigging of sound and lights.

Establish and maintain effective work relationships with a variety of individuals.

Provide direction in all technical aspects of productions.

Communicate clearly and effectively with others.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

Successful completion of two years of college coursework with a major in Theater Arts or related field and two years of experience providing technical support in areas such as set construction, lighting, and sound.

Requester

Guido Girardi guido@glendale.edu x5635

CHAC - 37**Name of Department or Division**

Performing Arts Technical Support

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a new request.

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

8 additional hours per week, from 32-40

If requesting ADDITIONAL hours or months

this existing 0.8 FTE position would become 1.0 FTE

Proposed Classification Title (existing positions only) =====

Performing Arts Technician =====

Provide justification statement here.

This position was reduced during the budget crisis of 2003. Temporary workers have been required to assume the 20% of duties previously performed by this position. However, in recent years the 'temporary solution' has been greatly reduced by both the budget and the new policies of HR and the Administration. Specifically, the policy limiting the amount of hours a temporary worker can work, and the frequency of dates that they may work. There will always need to be some temporary employees in this department, but we are no longer able to 'backfill' the 20% loss of this full-time technician.

This position being 80% rather 100% also creates a negative situation whereby when the technician is required to work over 32 hours a week they accrue comp time. Unbending of this comp time causes an additional deficit of labor during portions of the school year. It will always be necessary for some comp time to be earned by the technicians in this department, but that need will be greatly reduced by increasing this position to 100%.

Note that the 80% employee already receives full medical benefits so that the cost increase is minimal.

Student Success, Equity Goals, Guided Pathways

Due to the nature of study in the technical theatre area, student success is greatly enhanced by the individualize mentoring that the Performing Arts Technicians provide. The reduction of this position limits the time existing staff can provide for mentoring the students in a guided pathway to pursue either a bachelor's degree or progressing directly to a career.

Mandatory Requirements

health/safety

Mandatory Requirements Explanation

Staff has been over worked to the extend that it has negatively affected their health, and has led to some worker compensation claims. The area manager believes these claims could have been avoided if the staff were at the appropriate level. There is a legitimate concern for the health and safety of the employees.

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Any other special concerns not previously identified?

Requester

CHAC - 38

David Yamamoto davidy@glendale.edu x5476

Name of Department or Division

Photography

Full-Time or Part-Time

part-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC – 70 (2016-2017)

ADDITIONAL hours or months?

additional hours

If requesting ADDITIONAL hours or months

10 hours per week/10 months

If requesting ADDITIONAL hours or months

760+400/40

Proposed Classification Title (existing positions only) =====

Photography Lab Technician =====

Provide justification statement here.

Perkins Core Indicator for Non-traditional students shows lower levels of skill attainment, success, and completion. Photo facility hours are extremely limited for working students and other non-traditional students since the majority of staff hours are used to support scheduled classes during weekdays.

Informal surveys of students also indicate that not having so few hours on Saturday is ineffective with the time necessary to set-up and tear-down, which leaves only 3 hours of active facility use for Fridays, Saturdays, and Sundays.

Student Success, Equity Goals, Guided Pathways

Perkins Core Indicator for Non-traditional students shows lower levels of skill attainment, success, and completion. Photo facility hours are extremely limited for working students and other non-traditional students since the majority of staff hours are used to support scheduled classes during weekdays.

Informal surveys of students also indicate that not having so few hours on Saturday is ineffective with the time necessary to set-up and tear-down, which leaves only 3 hours of active facility use for Fridays, Saturdays, and Sundays.

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Any other special concerns not previously identified?



Photography Art Lab Technician

Class Code:
315

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 23, 2011
Revision Date: Jun 12, 2012

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs technical and clerical duties in a self-paced, open Photography/Art Laboratory. Assists students on independent projects, performs minor repairs on equipment and maintains laboratory inventory.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a classified or academic manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Oversees a self-paced, open lab.

Prepares materials for lab class.

Demonstrates proper and safe use of equipment, chemicals, and materials for students and staff.

Confers with and advises photography faculty on equipment and supply requirements for proposed curricula.

Assists photography students in completing independent projects and assists students in producing work that is technically correct.

Coordinates student flow and maintains a clean, orderly, and safe lab environment.

Maintains, calibrates, and repairs a wide variety of photographic film and print processing equipment.

Performs routine maintenance and minor repair on all laboratory equipment and facilities as needed. Coordinates off-campus repairs of photographic equipment.

Conducts inventory of equipment, parts, chemicals and supplies; maintains orderly storage system in supply rooms; oversees the issuance and collection of chemicals and equipment for mechanical integrity; ensures safety and security of equipment during working hours.

Researches, evaluates, and recommends equipment and supplies needed for lab; maintains updated vendor files; coordinates lab purchases.

Maintains records related to photography facility, equipment, and supplies.

Oversees the work and records of student workers in the lab.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

The principles, terminology, and methodology of black and white, color, and digital photography.

A wide variety of photographic processes, including color, and alternative or non-silver processes.

A wide variety of photographic accessories, films, and related electrical and electronic equipment and its operation, maintenance and repair.

Studio lighting equipment techniques for both strobe and photofloods.

General operating, safety rules, and procedures for working with hazardous chemicals and high voltage electrical equipment applicable to a photographic lab.

Basic purchasing procedures and computer skills.

The duties and responsibilities of a lab technician and photographer with a visual art background.

Working with community college students.

Ability to:

Use equipment safely and instruct others in the safe use of equipment.

To make technical repairs and adjustments on darkroom equipment.

To effectively assist students with projects and equipment.

Produce professional quality color and black and white photography.

Maintain inventory controls, estimate costs and keep accurate records.

Organize work flow and direct the work of others.

Communicate effectively, both verbally and in writing.

Establish and maintain cooperative working relationships with instructors, students, vendors, and others while performing assigned duties.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree or equivalent from an accredited college or university in photography or related field.

One year experience assisting students or teaching the subject area of assignment to adults, either at the community college or adult education level.

One year of experience working in the area assigned.

ADDITIONAL INFORMATION:

Special Requirements:

This position requires working with hazardous chemicals and high voltage electrical equipment.

DESIRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university in photography or related field.

Requester

Marcus (Maziar) Afshar mafshar@glendale.edu

CHAC - 39**Name of Department or Division**

Physical Sciences Division

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a new request.

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Lab Technician =====

Provide justification statement here.

Physics enrollment in 2016-17 has increased by 19% relative to enrollment in 2014-15. Much of this growth has been in our engineering sequence of courses (Physics 101, 102, and 103). Of the three courses in this sequence, only one (Physics 101) is offered every semester. The other two are offered every other semester. Given that the entire sequence is a requirement for engineering majors, we are effectively hampering students from meeting their transfer goals. In Spring 2018, we plan to offer both Physics 102 and Physics 103. As of 12/1/2018, both course already have significant wait lists.

Student Success, Equity Goals, Guided Pathways

To help students meet their program completion goals, we will be expanding our course offering. Specifically, we plan to offer Physics 102 and Physics 103 every semester, instead of every other semester. This will enable our students to complete their transfer requirements more quickly. Additional laboratory support staff will be required for this purpose.

Mandatory Requirements**Mandatory Requirements Explanation**

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

An additional full-time laboratory technician is required to supplement the skill set of our current lab technicians. Our senior laboratory technician is not adequately trained in electronics to support and maintain our advanced laboratory equipment. To develop the necessary skills, he would need at least two years of physics and electronics education. The most expedient solution may be to hire a new lab technician.

Any other special concerns not previously identified?

None.



Instructional Lab Technician

Class Code:
321

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 20, 2011
Revision Date: May 20, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs technical, clerical, and tutoring duties in an Instructional Lab, and accommodates computer-assisted learning programs to the curriculum assigned. Positions assigned to this classification may work, in an English, Math, Basic Skills, Writing, Office Skills, Word Processing, Disabled Students, Fine Arts Laboratory or Science Laboratory.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by an administrator or classified manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Assists students individually and in small groups in laboratory work provided by instructors.

Monitors student progress.

Keeps records of student work according to established procedure.

Assists in training of Instructional Aides.

Assists faculty in preparing the Laboratory's annual budget, and in gathering data and drafting portions of grant proposals.

Coordinates the use of the Lab's equipment and facilities, prepares requisitions, and keeps records of supplies and equipment.

Maintains the security and physical appearance of the Laboratory.

Assists instructors in scoring and recordkeeping.

Translates and modifies computer-assisted instructional programs in the subject area for use in the Laboratory.

Tutors students in subject area and assists them in computer use.

Selects, trains, evaluates and maintains schedules of student workers.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic composition.

English usage, grammar and spelling.

Understanding of the operation of word processors.

The subject area of the Laboratory assigned.

Ability to:

Coordinate the tutorial program to provide effective coverage during the Laboratory's hours of operation.

Assist and support the teaching of the subject area assigned.

Understand and carry-out instructions.

Establish and maintain effective working relationships.

Demonstrate the proper utilization of equipment and materials.

Keep accurate records and perform basic statistical calculations.

Operate a computer terminal and other office equipment.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree from an accredited college or university or equivalent in the subject area of assignment.

One year of experience assisting students or teaching the subject of the assignment to adults either at the community college or adult education level. Experience with computers, and computer assisted instruction in the use of word processing programs.

One year of experience working in the area assigned.

DESIRED QUALIFICATIONS:

Bachelor's degree in the assigned area from an accredited college or university.

Requester

Ed Karpp ekarpp@glendale.edu x5392

CHAC - 40**Name of Department or Division**

Research, Planning & Grants

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

new position (i.e. new classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-27 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed NEW Classification =====

Grants, Research, and Planning Coordinator =====

Provide justification statement here.

This position would enhance student success and program outcomes by supporting additional funding from public and private sources, allowing programs to implement strategies to improve their outcomes without relying on state apportionment funds.

Student Success, Equity Goals, Guided Pathways**Mandatory Requirements****Mandatory Requirements****Describe any industry-specific standards or best practices which relate to this request.**

None, but many successful community colleges have strong grants offices that support the grants development and management functions. Examples include Pasadena City College, Long Beach City College, and College of the Canyons.

Any other specific information not previously addressed?

Any other special concerns not previously identified?

Requester

Paul Schlossman pschloss@glendale.edu x5594

CHAC - 41**Name of Department or Division**

Student Affairs

Full-Time or Part-Time

full-time

Type of Request

new position (i.e. new classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-09 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed NEW Classification =====

Administrative Assistant =====

The Administrative Assistant would provide clerical/administrative support for the Student Activities Program including the ASGCC and student clubs, Scholarship Program, Athletic Administration and Student Athlete Eligibility Services, Student Conduct, and the Dean of Student Affairs.

Provide justification statement here.

The Administrative Assistant will provide primary clerical support to the Student Activities Program that coordinates a wide variety of activities, programs, and services to help students broaden their educational experience at Glendale College. The program provides students with opportunities to develop their leadership skills and participate in student government, cultural programs, campus activities, and more than 50 student clubs and organizations. In conjunction with the Associated Students of Glendale Community College (ASGCC), the program strives to foster more student involvement in campus life, cultivate a welcoming campus atmosphere, and give students more opportunities to connect with the college – both inside and outside of the classroom.

The Student Activities program furthers the college's mission of enhancing and sustaining both the cultural and intellectual vitality of the community. This program is aligned with the educational master plan, section 1.3.2(b): increase student/faculty interaction through campus activities and programs. This program also provides students the opportunity to connect with the college both inside- and outside- of the classroom. Moreover, as a result of participating in these programs and services, students will enhance their abilities in communication, critical thinking, global awareness and appreciation, and personal responsibility.

Additionally, the Administrative Assistant will provide clerical support to the Scholarship Program that serves more

than 1,000 student applicants and over 300 scholarship donors annually; the Athletic Administration/Student Athlete Eligibility function of the Dean of Student Affairs Office that serves more than 300 student athletes who participate on our 16 men's and women's intercollegiate athletics teams each year; and various functions of the Dean of Student Affairs including the student conduct process.

Student Success, Equity Goals, Guided Pathways

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

In 2014-2015 the Student Activities/Student Affairs Office completed a staff reorganization that resulted in the hiring of a Student Affairs Program Manager to administer the Scholarship, Athletic Administration/Eligibility, Student Affairs, and ASGCC Business offices. The former Administrative Assistant III to the Student Activities/Student Affairs Office was hired for the new position which in turn created a vacancy in the Administrative Assistant III position. Since then we have not had any clerical staff to support the above mentioned programs, the Dean of Student Affairs office, and the students who are served by and participate in these programs.

Any other special concerns not previously identified?

Since we do not have any full-time clerical support, many duties of the Administrative Assistant position have either been assigned to other classified staff, or are not being performed because administrators/managers are not supposed to perform classified duties.



Administrative Assistant

Class Code:
000271

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 10, 2011
Revision Date: May 10, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a wide variety of independent, para-professional tasks relating to the department to which assigned.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the department administrator.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Assists the administrator with the preparation of the annual budget.

Maintains computerized records and monitors expenditures for all activities.

Monitors budget expenditures.

Assists the administrator in preparing reports and/or correspondence directly related to the functions and operations assigned.

Orders and maintains records of all materials acquired.

May coordinate exhibits and activities including but not limited to art exhibits, Advisory Committee, Faculty, Staff Training Programs or Patron's Club.

Makes recommendations, places orders, and maintains records for the purchase of office equipment and supplies.

May prepare and post vouchers for all incoming payments.

Prepares deposit statements; writes checks; balances and updates check book.

May maintain general ledger and balance sheet for all incoming and outgoing funds.

Maintains records of hours worked and/or sick leave usage.

Types requisitions, service contracts, work orders, and personnel reports.

Processes and maintains time reports for hourly classified positions.

May coordinate and maintain calendar of room usage.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Budget recordkeeping practices and procedures.

Knowledge of modern office methods, procedures and practices including computer software programs.

Ability to:

Prepare and maintain complete and accurate reports.

Interpret policies and procedures.

Operate office equipment.

Assist in budget preparation, and monitor accounts.

Maintain good relationships with faculty, staff and public.

Type or keyboard accurately at rate of 40-words-per-minute.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Three years of increasingly responsible clerical experience preferably in a non-profit or public agency.

One year of coursework in business or a related field may be substituted for one year of administrative assistant experience.

DESIRED QUALIFICATIONS:

Courses in bookkeeping, budgeting or related areas.

Requester

Tzoler Oukayan toukayan@glendale.edu x5457

CHAC - 42**Name of Department or Division**

Student Outreach Services

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

new position (i.e. new classification)

Request Status

This is a new request.

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Student Services Assistant II =====

Provide justification statement here.

Student Outreach Services department as grown significantly in programs and services but not with staffing. With the addition of the Welcome Center and Dual Enrollment, we have increased our service contacts with students by 200-400 students a month. In order to meet the colleges needs through these programs, staff has taken on additional responsibilities which have taken away from the quality of service and programs we are able to provide through SOS.

Student Success, Equity Goals, Guided Pathways

The Welcome Center is directly connected to SSSP, Equity, and Guided Pathways. We are the initial step in a students access to Glendale Community College. Through our services, students are connected with proper instructional and student services needed to begin their matriculation at GCC.

Mandatory Requirements

board policies or administrative regulations, health/safety

Mandatory Requirements Explanation

We have over 22 Student Ambassadors who support the Welcome Center. Due to the significant increase of student contacts through the center, we need to be able to provide adequate supervision for both the student workers, visitors, and the center. We currently share this responsibility among four classified staff and one

manager along with our regular areas of responsibility, living us to depend on other departments in Student Affairs to help supervise.

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

The Welcome Center is like any other campus lab services. It requires full-time supervisions for the safety of the department and the students we serve.

Any other special concerns not previously identified?



Administrative Assistant II

Class Code:
000272

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 12, 2011
Revision Date: May 12, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Provides a variety of administrative support for a College Dean or an Administrative Office; assists with multiple major programs; assigns, monitors and reviews work of lower-level staff; independently compiles data and prepares major funding and accountability reports. Typically, a Dean's area or Administrative Office is larger in size with greater diversity of office traffic.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by a Dean and/or Administrative Director.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Performs administrative support work for a Dean and/or Administrative Director by handling daily office situations such as establishing priorities to meet deadlines, maintaining records, completing Board Action Slips, assignment sheet for classified and time sheets for faculty, classified, and students assigned to reporting departments.

Greets and screens telephone calls, students, faculty, staff and visitors in a pleasant and helpful manner; responds to questions, requests, and complaints from students, staff, faculty and the public in a sensitive and cooperative style; maintains harmonious operating conditions in a service-oriented environment serving a multi-cultural and multi-ethnic population.

Resolves everyday work problems involving administration, staff, or students by exercising independent

judgment in the application of established procedures and routines.

Performs complex secretarial duties requiring extensive knowledge of a specific program by preparing, typing, editing and proofreading a variety of materials such as contracts, course outlines, correspondences, requisitions, statistical reports, grant reports, federal and state reports; schedules appointments, travel arrangements, and meetings; uses computer terminal(s) for input and retrieval of information, corrects dictionary entries and schedule courses with proper hours and facilities; competently operates word processing equipment and software.

Gathers and compiles data from a variety of sources; maintains complex interrelated files.

Receives, reviews and routes mail using discretion in the handling of confidential and sensitive material.

Performs a full range of complex secretarial duties and coordinates activities for multiple major departments and/or specialized programs.

Performs a full range of duties relative to office management.

Selects, trains, evaluates and maintains schedules of student workers.

Monitors and controls statistical data having major financial impact or accountability for faculty, students and the District. This may include evaluating student's academic history through transcripts and computer information; handles faculty evaluations in a confidential manner.

Assembles and prepares Board Slips and/or resolutions.

May perform the duties of an Administrative Assistant I or any lower clerical duties.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Public relations principles and techniques.

Office practice and procedures including reception and telephone techniques; preparation of correspondence, report writing, filing and operation of office equipment.

Computer input and formatting.

Effective oral and written communication.

Basic bookkeeping practice and procedures.

Ability to:

Learn procedures and coordinate support activities for multiple programs.

Check, inspect, and review office work as required.

Compile data for and prepare major District reports.

Interview, train, and provide work direction to student workers.

Type at a corrected speed of 50 WPM.

Operate a computer keyboard and variety of office equipment.

Format and compose correspondence.

Input and retrieve data.

Effectively use one or more word processing programs.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination of training and experience which would provide the required knowledge and abilities for qualifying. A typical way to obtain this experience would be:

Four years secretarial experience which includes two years as a senior secretary/clerical in a high volume, high traffic office, plus coursework in office planning, word processing and human relations.

Requester

Hoover Zariani hzariani@glendale.edu x5789

CHAC - 43**Name of Department or Division**

Student Services

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-84 (2016-2017)

ADDITIONAL hours or months?

not applicable

If requesting ADDITIONAL hours or months

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Student Services Technician =====

Provide justification statement here.

Because of the increased number of programs and the level of coordination involved, the Center needs to have an additional Student Services Technician. There are currently only 2 staff members handling 5 or 6 programs and projects through the Center. The only assistance/help with these programs is student workers who work between 7-10 hours per week. Not much continuity can be relied on with students as their hours are limited and the type of work they can perform is also limited.

The GCC Mission statement lists as one of its goals "to achieve knowledge, skills and attitudes for postsecondary education success, personal enrichment, self-development, and a purposeful and meaningful life as a member of a global community." These goals are perfectly aligned with the Center's goals and its purpose.

Duties include coordination of at least 2 to 3 programs (which particular program will be decided by the MCEC staff in conjunction with the Dean of Student Affairs).

Duties would include: Assisting with the coordination of program staff and select program activities; organizing program activities both on and off campus; designing and delivering oral presentations; facilitating training and workshops; designing and implementing focus groups and surveys; selecting, training, evaluating and maintaining

schedules of student workers, amongst other duties involved with programs.

The new additional programs are:

We are in the process of working on a leadership program for low GPA students to help them be successful in school and to retain them as students

Dialogue Series – Designed to create dialogue within groups to address issues that arise for students. Group may include, but are not limited to: Latino/Latina, African American, Former Foster Care Students, LGBTQ or any other cultural/ethnic groups that would like to form.

A group of 10-15 students will get together on a regular basis throughout the semester/year to discuss their experiences in college and the challenges they face about cultural, socioeconomic, financial, and other aspects. The purpose is to help these students find the resources on campus that will help them and have a peer support system. The groups will be open to anyone but will focus on students who have barriers to overcome to be successful students and will work with counseling to have students referred to the program as well as outreach to the campus. A facilitator will help the discussion be productive.

Diversity Retreat – Designed to focus on diversity, this retreat engages students in a dialogue about expanding their understanding of diversity and cultural awareness. Students will be led through activities (some of them listed below):

Participants will learn about the following topics:

- Cultural Competence
- Concept of Privilege
- Skills for Resolving Conflicts
- Cultural Self-Assessment
- Non-Judgmental Response Activities
- Gender, Sexual Orientation, and Sexuality
- Classism, & Disability

Diversity Education Award/Luncheon – Students who complete a minimum of 40 hours of workshops, programs, and activities related to diversity on campus during the year will be invited to a luncheon and awards will be presented to those students who have made an impact on or off campus. The MCEC Humanitarian Award (already established through the Foundation) and the President's Volunteer Service Award recipients will also be recognized.

Special Topics Town Hall Series – As events around the world and in our country happen, students need to understand the complexity of how these events impact not only the world, but themselves and how they can have an impact. Topics like the current worldwide refugee crisis, inequality in the criminal justice system, and environmental issues are just some of the examples of topics that can and will be addressed.

Film Discussion Series – Will use the screenings of various documentaries and films to create a dialogue about diversity and related issues throughout the academic year. This will be coordinated with faculty to ensure that attention is given to themes that are covered in a variety of courses and programs.

LGBTQ Virtual Resource Center – One of the small offices in the new center will be a dedicated resource center. It will be shared between AB 540 students and LGBTQ students. A student worker will staff the resource center for approximately 10 hours per week for each constituency. Supervision will be provided by the Center staff.

In addition to these new programs, we have the following ongoing programs:

Estudiantes Unidos – Students engage in a dialogue with campus leaders of all areas and identify needs and service gaps for students at GCC. Students they develop a project to address a specific need. This is coordinated and guided by the MCEC staff.

SPARK Peer Mentoring – Working with equity counselors and the summer bridge program, we will continue to provide peer mentors for first year students who are disproportionately impacted according to the student equity plan.

Students Talk About Race – Students are trained and placed as mentors/facilitators at local middle and high school classrooms to facilitate a discussion about racism, sexism, homophobia, stereotyping, and other related issues. Currently, approximately 100 GCC students participate as mentors and serve over 2,000 students at local districts annually.

Student Success, Equity Goals, Guided Pathways

All of our programs and services are linked to the colleg's Mission Statement and/or Vision Statement. We have realigned some of our programs to meet the goals of student equity and will continue to realign programs to meet Guided Pathways and students success goals of the campus.

Mandatory Requirements

Mandatory Requirements Explanation

Describe any industry-specific standards or best practices which relate to this request.

Since this is a unique program among community colleges, there are no standards to compare the program to. However, best practices dictate that in order to have a quality program, each staff member should be responsible for one or two programs. Currently, we are also involved in several activities not listed as part of our specific department (such as Safe Zone Trainings coordination and assistance with the Annual MLK Interfaith Breakfast).

Any other specific information not previously addressed?

A major concern is that one of the two classified staff members at the MCEC was promoted to a Management position which then leaves only one classified staff member to work on projects. The manager is not able to do classified work on a regular basis which leaves those duties to the remaining classified staff member. This needs to be addressed or there will be a need to cut program offerings as all program coordination cannot be handled by one staff person.

Any other special concerns not previously identified?

We had originally requested a Student Services Coordinator position under this request, after reviewing the Student Services Technician job description, we realized that would be a good fit instead of the coordinator.



Student Services Technician

Class Code:
405

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE
Established Date: May 31, 2011
Revision Date: May 31, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs and coordinates complex technical work requiring specialized knowledge of specific student service programs, laws and regulations.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by an academic or classified manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Performs, coordinates and schedules complex technical work related to services, including troubleshooting complex issues.*

Facilitates the daily functions of the program and arranges appointments and schedules.*

Provides advisement to students regarding program requirements and information.*

Maintains materials, provides support and assists students in the use of program resources.*

Interviews students for program participation, determines capabilities, aptitudes and interests.*

Provides assessment information to students and may administer and proctor assessments.

Compiles statistics, analyzes data and prepares reports for state and federal authorities and District

administration.*

Trains lower-level staff on office procedures and student database software.*

May present workshops and provide orientations for staff, students and community groups.*

Coordinates activities or special projects, such as events and community outreach.*

Assists in developing and implementing methods for encouraging usage of program resources.*

Oversees dissemination of program information and maintenance of records.*

Orders, reviews and catalogs supplies and resources and maintains supplies and materials for the program. Monitors budget supply allocation.*

Assists with developing efficient office procedures to manage documentation connected to student programs.*

May perform tasks related to state and federal funded programs, including preparing requests for grants and required reports.

Selects, trains, evaluates and maintains schedules of student workers.*

May perform bookkeeping and financial recording duties.
Performs lower-level or related duties as required.

An asterisk (*) indicates an essential job duty.

MINIMUM QUALIFICATIONS:

Knowledge of:

Common office practices and procedures.

Word processing, spreadsheet and database computer software.

Federal and State regulations, requirements and procedural guidelines pertaining to student programs.

Recordkeeping procedures.

Ability to:

Coordinate simultaneous projects and multitask.

Operate a computer, utilizing word processing, spreadsheet and database software.

Communicate clearly, both orally and in writing.

Establish and maintain effective relationships with students, faculty, staff, outside agencies and the public.

Understand, interpret and apply regulations and program procedures.

Gather and compile statistical and financial data.

Establish and oversee systems and procedures pertaining to student assistance programs.

Analyze a variety of data and make appropriate recommendations.

Present clear and concise oral and written reports.

Interview, train, and provide work direction to student workers.

Develop, maintain and compile complex and accurate records.

EMPLOYMENT STANDARDS

Minimum Requirements:

A combination of six years of college-level education and work experience is required:

A minimum of 20 units of coursework or a degree in Business Administration, Counseling, Human Relations, Human Development, Social Science or related field from an accredited college or university.

AND

Experience in state or federal student assistance and/or employment and training programs, including two years of computer software experience.

DESIRED QUALIFICATIONS:

Experience with student services programs in a college environment.

Requester

David Yamamoto davidy@glendale.edu 5476

CHAC - 44**Name of Department or Division**

Photography

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

No

Type of Request

permanent increase of hours or months for an existing position

Request Status

This is a repeat request from a previous year.

Previous Code or Year Requested

CHAC-70

ADDITIONAL hours or months?

additional months

If requesting ADDITIONAL hours or months

1 month

If requesting ADDITIONAL hours or months

11 month to 12 month

Proposed Classification Title (existing positions only) =====

Senior Photography Lab Technician =====

Provide justification statement here.

This request restores the Photography Senior Lab Technician to 12 months from 11 months. This position has been a 12 month position since its inception and was reduced during the recent budget cuts. Because 11 month employees are disallowed from using their vacation hours during summer, the technician must take vacation during the academic year. the result is that the lab and studio must be closed or photography faculty must cover the technician above and beyond their instructional hours.

Student Success, Equity Goals, Guided Pathways**Mandatory Requirements****Mandatory Requirements Explanation**

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Any other special concerns not previously identified?

Requester

robert hill rhill@glendale.edu x5195

CHAC - 45**Name of Department or Division**

Academic Counseling

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a new request.

ADDITIONAL hours or months?**If requesting ADDITIONAL hours or months**

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Student Services Technician =====

Provide justification statement here.

It has been identified that this classified position is critical for the implementation of various goals identified in the Institutional Master Plan for the Glendale Community College district: Goal B2 Enhance processes and technological tools to assist students in choosing pathway, including increased access to counseling at all locations and online; Goal C4 Improve student retention through early alert, intrusive interventions, and improve awareness of services available to students; Goal C5 Expand online student support services; and Goal E2 Increase employee awareness of available resources and services for students so students are directed appropriately. The conclusion of the need for this position was the result of six months of analysis of current college structure and processes, data gathered by four external consultants who have performed secret shopper assessments, campuswide process-mapping events on January 24, 2018 and March 14, 2018, and numerous meetings by cross-functional committees and groups. Additionally, this position is necessary in the implementation of state governor's and California Community College Chancellor's Office Guided Pathways initiative and the continued support and accountability reporting to the state for the Student Success & Support Program (SSSP).

Student Success, Equity Goals, Guided Pathways

This classified position is essential to the support of the student services components of the Guided Pathways initiative which integrates the college's plans and work on Student Equity, Student Success & Support Program, and the Basic Skills Initiative. At its core, the Guided Pathways effort is aimed at removing inequities and increasing student success and achievement.

Mandatory Requirements

state or federal laws, board policies or administrative regulations, plethora of initiatives

Mandatory Requirements Explanation

please see aforementioned

Describe any industry-specific standards or best practices which relate to this request.

SSSP and Guided Pathways

Any other specific information not previously addressed?

Any other special concerns not previously identified?



Student Services Technician

Class Code:
405

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE

Established Date: May 31, 2011

Revision Date: May 31, 2011

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs and coordinates complex technical work requiring specialized knowledge of specific student service programs, laws and regulations.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by an academic or classified manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES:

Performs, coordinates and schedules complex technical work related to services, including troubleshooting complex issues.*

Facilitates the daily functions of the program and arranges appointments and schedules.*

Provides advisement to students regarding program requirements and information.*

Maintains materials, provides support and assists students in the use of program resources.*

Interviews students for program participation, determines capabilities, aptitudes and interests.*

Provides assessment information to students and may administer and proctor assessments.

Compiles statistics, analyzes data and prepares reports for state and federal authorities and District

administration.*

Trains lower-level staff on office procedures and student database software.*

May present workshops and provide orientations for staff, students and community groups.*

Coordinates activities or special projects, such as events and community outreach.*

Assists in developing and implementing methods for encouraging usage of program resources.*

Oversees dissemination of program information and maintenance of records.*

Orders, reviews and catalogs supplies and resources and maintains supplies and materials for the program. Monitors budget supply allocation.*

Assists with developing efficient office procedures to manage documentation connected to student programs.*

May perform tasks related to state and federal funded programs, including preparing requests for grants and required reports.

Selects, trains, evaluates and maintains schedules of student workers.*

May perform bookkeeping and financial recording duties.
Performs lower-level or related duties as required.

An asterisk (*) indicates an essential job duty.

MINIMUM QUALIFICATIONS:

Knowledge of:

Common office practices and procedures.

Word processing, spreadsheet and database computer software.

Federal and State regulations, requirements and procedural guidelines pertaining to student programs.

Recordkeeping procedures.

Ability to:

Coordinate simultaneous projects and multitask.

Operate a computer, utilizing word processing, spreadsheet and database software.

Communicate clearly, both orally and in writing.

Establish and maintain effective relationships with students, faculty, staff, outside agencies and the public.

Understand, interpret and apply regulations and program procedures.

Gather and compile statistical and financial data.

Establish and oversee systems and procedures pertaining to student assistance programs.

Analyze a variety of data and make appropriate recommendations.

Present clear and concise oral and written reports.

Interview, train, and provide work direction to student workers.

Develop, maintain and compile complex and accurate records.

EMPLOYMENT STANDARDS

Minimum Requirements:

A combination of six years of college-level education and work experience is required:

A minimum of 20 units of coursework or a degree in Business Administration, Counseling, Human Relations, Human Development, Social Science or related field from an accredited college or university.

AND

Experience in state or federal student assistance and/or employment and training programs, including two years of computer software experience.

DESIRED QUALIFICATIONS:

Experience with student services programs in a college environment.

Requester

robert hill rhill@glendale.edu x5195

CHAC - 46**Name of Department or Division**

Student Services (Assessment)

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

new position (i.e. new classification)

Request Status

This is a new request.

ADDITIONAL hours or months?**If requesting ADDITIONAL hours or months**

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Assessment Center Coordinator =====

Provide justification statement here.

The conclusion of the need for this position was the result of six months of analysis of current college structure and processes, data gathered by four external consultants who have performed secret shopper assessments, campuswide process-mapping events on January 24, 2018 and March 14, 2018, and numerous meetings by cross-functional committees and groups. It was determined that this classified position is critical to address severe understaffing at the Assessment Center and associated impediments produced when students are unable to receive timely assessment and placement. This position is central to Goal B5 of the Institutional Master Plan for the Glendale Community College district: Improve course placement (e.g. multiple measures assessment). And, this position is essential for implementing Assembly Bill 705 which took effect January 2018 and requires maximizing the probability that a student will enter and complete transfer-level coursework in English and Math within a one year timeframe and use, in the placement of students into English and Math courses, one or more of the following: high school coursework, high school grades, and high school grade point average. Assessment instruments and placement policies impact equity as disproportionately impacted students are the most likely to be placed in remedial English and Math courses and research findings have revealed that students placed in remediation are much less likely to reach their educational goals. Specifically, research evidence shows that community colleges are placing too many students into remedial courses and that significantly more students would complete transfer requirements in the English and Math if enrolled directly in transfer-level courses.

Student Success, Equity Goals, Guided Pathways

Underserved students and those most academically at-risk are the individuals who will experience the greatest benefit to increased staff at the Assessment Center. In its Guided Pathway's redesign, the college's cross-functional analysis and dialog has identified that staffing shortages at the Assessment Center and Admissions

and Records have produced onboarding delays for students which has become a contributing factor to attrition and lack of access to higher education.

Mandatory Requirements & Explanation

state or federal laws, AB705, board policies or administrative regulations

Mandatory Requirements & Explanation

state or federal laws, AB705, board policies or administrative regulations

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Any other special concerns not previously identified?

Requester

robert hill rhill@glendale.edu x5195

CHAC - 47**Name of Department or Division**

Student Services (Assessment)

Full-Time or Part-Time

full-time

Did you previously have this position in your department and it ceased being funded?

Yes

Type of Request

existing position (i.e. additional staff needed for an existing classification)

Request Status

This is a new request.

ADDITIONAL hours or months?**If requesting ADDITIONAL hours or months**

Type here the # of additional hours or months

If requesting ADDITIONAL hours or months

If requesting permanent increase of existing position, indicate the TOTAL NEW FTE (i.e. TOTAL # current hours + new hours/40).

Proposed Classification Title (existing positions only) =====

Student Assessment Assistant =====

Provide justification statement here.

The conclusion of the need for this position was the result of six months of analysis of current college structure and processes, data gathered by four external consultants who have performed secret shopper assessments, campuswide process-mapping events on January 24, 2018 and March 14, 2018, and numerous meetings by cross-functional committees and groups. It was determined that this classified position is critical to address severe understaffing at the Assessment Center and associated impediments produced when students are unable to receive timely assessment and placement. This position is central to Goal B5 of the Institutional Master Plan for the Glendale Community College district: Improve course placement (e.g. multiple measures assessment). And, this position is essential for implementing Assembly Bill 705 which took effect January 2018 and requires maximizing the probability that a student will enter and complete transfer-level coursework in English and Math within a one year timeframe and use, in the placement of students into English and Math courses, one or more of the following: high school coursework, high school grades, and high school grade point average. Assessment instruments and placement policies impact equity as disproportionately impacted students are the most likely to be placed in remedial English and Math courses and research findings have revealed that students placed in remediation are much less likely to reach their educational goals. Specifically, research evidence shows that community colleges are placing too many students into remedial courses and that significantly more students would complete transfer requirements in the English and Math if enrolled directly in transfer-level courses.

Student Success, Equity Goals, Guided Pathways

Underserved students and those most academically at-risk are the individuals who will experience the greatest benefit to increased staff at the Assessment Center. In its Guided Pathway's redesign, the college's cross-functional analysis and dialog has identified that staffing shortages at the Assessment Center and Admissions and Records have produced onboarding delays for students which has become a contributing factor to attrition

and lack of access to higher education.

Mandatory Requirements

state or federal laws, AB705, board policies or administrative regulations

Mandatory Requirements Explanation

state or federal laws, AB705, board policies or administrative regulations

Describe any industry-specific standards or best practices which relate to this request.

Any other specific information not previously addressed?

Any other special concerns not previously identified?



Student Assessment Assistant

Class Code:
421

Bargaining Unit: California School Employees
Association Chapter #76

GLENDALE COMMUNITY COLLEGE

Established Date: Apr 9, 2012

Revision Date: Apr 9, 2012

SALARY RANGE

\$0.00 Monthly

DESCRIPTION:

DEFINITION

Performs a variety of clerical duties requiring specialized knowledge of administration and reporting requirements involved in computerized and manual student placement examinations. Administers testing, proctor training, and procedures regarding examination services. Responsible for assuring that the assessment area is ready for student use at all times.

DISTINGUISHING CHARACTERISTICS

A Student Assessment Lab Technician assumes responsibility for senior-level specialized technical work in a student assessment office. Performs technical duties involving the exercise of independent judgment. Responsible for design and coordination of computerized and manual assessment testing, reporting, and related matriculation research projects.

A Student Assessment Assistant assumes responsibility for clerical work in the Student Assessment lab. Administers and scores computerized and manual tests and runs reports on student assessment tests. Works with the Technician in coordinating the lab schedule to assure that the lab is ready for students at all times.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Academic Manager.

May provide work direction to student workers.

EXAMPLES OF DUTIES:

Administers, scores, runs reports and maintains the security of computerized and manual student placement tests.

Assists in planning, preparing, scheduling, and coordinating the administration of College Assessment Testing.

Maintains both printed and database storage of assessment data, test results, and related information.

Performs minor troubleshooting on computer terminals as problems arise.

Assures that all necessary tests and paperwork are available when needed.

Train and monitor proctors assigned to assist in the assessment function.

May consult with various department administrators in the development and modification of testing procedures. Assists in planning and recommending changes in automated procedures.

May transmits data to counselors insuring accurate student academic placement.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Computer input, troubleshooting, data retrieval, and modem operation.

Creation and transmission of computer files.

Automated recordkeeping techniques.

Methods in the administration, scoring, recording, and reporting test results.

Applicable rules, regulations, policies, and laws related to Community College Assessment Testing.

Ability to:

Learn procedures and methods of test administration.

Utilize computerized programs to score tests and generate a variety of customized reports insuring their accuracy.

Coordinate testing services and communicate effectively with students, faculty, staff and administrators.

Maintain confidentiality of test materials, measure, and scores.

Work with minimum supervision.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination of training and experience which would provide the required knowledge and abilities; two years of increasingly responsible clerical experience including computer input and retrieval.