

San Diego Mesa College
Classified Staff Prioritization Position Request

This request form is for the purpose of establishing an annual, prioritized, campus-wide list of needed classified positions.

Points to Consider:

- A Position Request must be submitted for each position requested by the program/service area.
- When requesting two or more positions of the same classification, one request form must be completed for each position.
- Note that this Position Request process cannot be used for position reclassifications.
- Requests for positions should be identified and the need justified within a program/service area's Program Review.
- Positions that are approved and funded on campus must also follow the District approval process.
- Administration may fill vacated positions as necessary.
- Note that the most effective Position Requests utilize both quantitative and qualitative data.
- If a position request is being shared by two or more programs/service areas, it is highly recommended that the program/service areas collaborate on the individual requests as scores for each request will be combined for the one, shared position.

Requested Position and Program/Services Area Information

- Program/Service Area: _____
- Requested Position [Official Classification*](#): _____

**Indicate the Official Classification that most closely resembles the duties of the desired position and indicate the specific "desk duties" to be performed in the section below.*

- Using the District Job Description as a guideline, what are the primary "desk duties" this position would provide to the program/service area?

- Position FTE: _____ (Ex: 0.45)
- Months: _____
- If this position is part of a shared request, indicate the name of all programs/service areas submitting the shared requests: _____
- If requesting duplicate positions: (use separate request forms for each position)
 - 1) explain how the multiple positions are different: _____
 - 2) rank the positions in order of preference here: _____
 - 3) explain how filling one position would affect the need for the additional position(s): _____
- Title to which the position would report: _____
- Does this position have an identified funding source other than General Fund? If yes, fund name: _____
- Briefly describe the program/service area staffing history for the last five years. Include the number of classified positions and classified FTE in the program/service area, for non-supervisory, supervisory positions and as well as for the positions with the same job classification as the requested positions.

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Evaluation Criteria to Address

Each response is limited to 2000 characters (approximately 250 -300 words).

Component: Planning	Why is this position needed for the program/service area?
<i>Criteria</i>	1) Using qualitative and/or quantitative data, describe the need for this position in terms of its capacity to strengthen the <u>program/service area</u> . Address challenges, respond to external demands, and program/service needs that have changed over time.
	2) Using qualitative and/or quantitative data, describe the need for this position in terms of its capacity to support <u>program/service area</u> goals.
	3) Using qualitative and/or quantitative data, describe the need for this position in terms of its capacity to support relevant <u>College-wide</u> goals, objectives, and/or Key Performance Indicators (KPIs).
	4) If applicable, describe how the position is required, or there is a need for this position, in regards to documented (provide link to external verification/citation): • Health and safety regulations • Special accreditation • Licensure • Legal compliance
Component: Outcomes	How would this position specifically impact the program/service area/students?
<i>Criteria</i>	5) Using qualitative and/or quantitative data, describe how this position would specifically impact the <u>program/service area's</u> SLOs/AUOs. Briefly site the relevant SLOs/AUOs.
	6) Using qualitative and/or quantitative data, describe how this position would impact student success (access, success, persistence, and/or completion).
	7) Using qualitative and/or quantitative data, describe how this position would impact the <u>program/service area's</u> functional operations.

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Criteria and Scoring Rubric

Component	Criteria	Scoring Rubric			
		Highest Level – 5 points	Mid-Level – 3 points	Minimum Level – 1 point	Nil
PLANNING Why is this position needed for the program/service area?	1) Strengthens, addresses challenges, responds to external influences, responds to department/area changes.	Need is substantiated in great detail	Need is substantiated	Need is minimally substantiated	Not addressed
	2) Program/service area goals	Need is linked in detail to program/service area goals	Need is linked to program/service area goals	Need is minimally linked to program/service area goals	Not addressed
	3) College-wide goals, objectives, KPIs	Need is linked in detail to support college-wide goals, objectives, and/or KPIs	Need is linked to college-wide goals, objectives, and/or KPIs	Need is minimally linked to college-wide goals, objectives, and/or KPIs	Not addressed
	4) Health and safety , accreditation, licensure, and/or legal compliance	Position is <u>required</u> by specialized accreditation, licensure, and/or legal regulations. The requirement is documented in detail with a link to external verification/citation.	N/A	Position <u>supports</u> a health and safety regulations, a special accreditation, licensure, and/or legal requirement is documented in detail.	N/A
OUTCOMES ANALYSIS How would this position specifically impact the program /service area/ students?	5) Program/service area SLOs/AUOs	Position directly and significantly supports SLOs or AUOs.	Position supports SLOs or AUOs.	Position minimally supports SLOs or AUOs.	Not addressed
	6) Student Success	Position significantly impacts access, success, persistence, and/or completion.	Position impacts access, success, persistence, and/or completion.	Position minimally impacts access, success, persistence, and/or completion.	Not addressed
	7) Program/Service Area Operations	Duties and responsibilities for requested position are indispensable. The absence of this position directly limits the standard operations of the program/service area.	Duties and responsibilities for requested position are integral. The specific functions accomplished by this position impact the operations of the program/service area.	Duties and responsibilities for requested position are supportive but the specific functions accomplished minimally impact operations of the program/service area.	Not addressed