

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION

Name of Person Submitting Request:	Mark Merjil			
Program or Service Area:	Child Development Center			
Division:	Social Sciences, Human Development, Physical Education and Child Development Center			
When was the last Program Efficacy document completed?	April 2010			
What rating was given?	Continuation			
Current number of Classified Staff:	FT	25	PT	8
Position Requested	Clerical Assistant I			

1. Provide a rationale for your request.

The Child Development Center is requesting an additional Clerical Assistant I to help assist the Child Development Center office. The Child Development Center provides services to over 300 children and families per day. The clerical staff oversees the enrollment process for each family which includes a 32 page packet, notice of action forms, medical forms, etc. These packets need to be recertified every 6 months and each semester for parents who are students. The clerical staff also maintains the 801A report which is required by the State Department of Education as well as the 9600 report due each month. A quarterly report that summarizes attendance and is submitted to the State Department of Education four times a year.

2. Indicate how the content of the EMP One-Sheet and latest Program Efficacy Report support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on the EMP and Program Efficacy*).

The Child Development Center has grown from 194 students in 2007 to 305 in the year 2010. This has created the need for an additional clerical staff which will provide quality support to the secretary, children, families, and staff. The Child Development Center has not been included in the Educational Master Plan however, has participated in the Program Efficacy project which received a rating of "Continuation". The clerical assistant will be responsible for the data entry of the Desired Results Developmental Profile which assesses the children's developmental growth and development. One of the Program Efficacy goals was for the Child Development Center to attain accreditation. The accreditation process is very stringent where family files, family fees, and assessment protocols are looked at very thoroughly. An additional clerical assistant would insure that all documentation is of the highest quality, maintaining an organized and efficient office, and providing the best customer service to all program participants, guest, and the community. As noted in our Program Efficacy (p. 3) the California Department of Education (CDE) and Child Development Division (CDD) has revised its approach to evaluating the child care and development services which has created additional clerical work." Additionally "The Child Development Center has a wait list of 694 families (Efficacy, p 4 & 6), clerical support is needed to keep the waitlist up to date and respond to inquiries from waiting families" "Clerical help needed to carry out efficacy goal of long-range tracking.

3. Indicate if there is additional information you wish the committee to consider (for example: regulatory information, compliance, updated efficiency and/or student success data or planning etc).

In order to provide a high quality child development program it is imperative to provide the highest level of support to the children, parents, and staff. This is possible if there is enough clerical support to maintain over 300 family files, children’s medications, answering phones, maintaining student workers, lab students, observation students, and children’s attendance binders on a regular basis. Not having the proper support could allow for a variety of negative scenarios to occur. The danger is that if the office is not properly covered anyone could walk into the center and pose a potential hazard to the children and the staff. When the secretary is on vacation or out of the office ill, the office is poorly maintained and does not allow for the director to complete his work, meet with staff, or provide quality oversight to the staff. The following is a comparison of Community College Child Development Centers in and around the local area:

College	# of Students in Program	Number of Office Staff	Number of Office Staff per children and Family
Victor Valley College	120	3	48
Chaffey College	133	2	66.5
Rio Hondo College	93	1	93
Cerritos College	85	2	42.5
San Bernardino Valley College	305	2	152.5

4. Evaluation of related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources. (for example Department Budget, VTEA or Perkins)

The Clerical Assistant I would be multi-funded through the AB172 grant as well as by the CSPP contract which provides services to the State Preschool Program.

Total Base Salary:	1,045.95	12,917.15	:
:		:	
:	Ret/ARS: 13.60 A	167.96 A	:
:	FICA: .00	.00	:
:	Medicare: 15.17	187.29	:
:	WComp: .00	.00	:
:	SUI: 7.53	93.02	:
:	HW: 100.00	1,200.00	:
:			:
:	Total ER Benefits: 136.30	1,648.27	:
:			:
:			:
:Total ER Cost:	1,182.25	14,565.42	

5. What are the consequences of not filling this position?

Needs Assessment Applications due to Committee by 10/15/10

The consequences of not filling an additional clerical staff position could possibly result in files not being properly maintained, state reports not being completed on time, and the delaying of the accreditation process. It may also result in children, families, and staff having to wait to be accommodated, which may affect the overall quality and efficiency of the program.