

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Albert Maniaol		
Program or Service Area:	Division Office		
Division:	Applied Technology, Transportation and Culinary Arts		
Date of Last Program Efficacy:	Not applicable		
What rating was given?	Not Applicable		
Current Number of Classified Staff:	FT:	1	PT:
Position Requested:	Secretary II		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	2.15, 3.9, 3.12		

Replacement Growth

If you checked replacement, when was the position vacated? _____

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

The Applied Technology, Transportation and Culinary Arts Division provides career and technical education to approximately 1,040 unduplicated students in 12 different CTE programs for the Fall 2016 semester. In addition to the Division Office's day-to-day operations, we also provide office and clerical support to our students, full-time/adjunct faculty, classified staff and other departments. Classes every semester are scheduled starting from 7 a.m. – 9:50 p.m., Monday – Friday, including Saturdays. Majority of our classes are scheduled in the evening due to the majority of our students are employed during the day. Our Division has only one (1) Administrative Assistant classified staff and is already overwhelmed with her usual Division-related tasks and responsibilities. We cannot provide the needed office support and staffing coverage to serve our student's needs and faculty/staff support. We would like to request the Secretary II position, which was in recruitment before but was put on hold due to budgetary constraints, be reinstated and filled as soon as possible.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

Throughout our Division, we have increased our industry and employer partners and have been updating our curriculums and programs to meet industry standards and employer's needs. We are aggressively promoting our programs and we anticipate to grow our student's census in future semesters.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Student support is necessary to attain student's success. It is imperative that we also provide the

needed Division Office support in the evenings when faculty and students need them most.

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

The lack of staffing support in our Division Office limits our ability to provide the needed quality support and services to our faculty, staff, students and other clientele. Most of the time, this leads to frustrations and dissatisfaction and also hampers our ability to meet our Division goals that is aligned to support the SBVC mission. Most importantly, the office support responsibilities to the only Administrative Assistant on board become overwhelming especially during class registration and the first two weeks after the start of each semester. There are also times when without prior notice, we will need after-hours support. We cannot just change the work schedule of a classified staff without the required 21-day notice. In case of illness or vacation of the Division's Administrative Assistant, it is always a challenge to find Division office staffing coverage.