

MEMORANDUM



Classified Senate

DATE:

February 24, 2016

TO:

Dr. Norma Ambriz-Galaviz, President

FROM:

Waaduda Karim, Classified Senate President

SUBJECT:

Classified Staff 2015/16 Hiring Prioritization Recommendation

Below is a list of Classified Hiring Priorities for the 2015/16 academic year. This list was developed through a multi-step process. Staffing recommendations were pulled from all submitted program reviews as of February 8, 2016. On February 9th, the Classified Senate met to discuss these positions in detail. The identified staffing recommendations were then compared to the existing job titles from the HR website. All senators were provided a five (5) criteria rubric in which each position was given a score. Those scores were inputted into a summary sheet and sorted based off of the highest score received. The conclusion resulted in the following ten (10) positions listed below in order of highest total rubric score:

- 1. Custodian
- Custodian
- 3. Facilities Services Specialist
- Webmaster
- Public Information Officer
- 6. Network Support Services Specialist
- 7. Program Specialist/CalWORKs
- 8. Custodian
- 9. Science Lab Tech/Bio Science
- 10. Financial Aid Specialist

Position Title:	
I ODIELOM I I ICIO.	

MERRITT COLLEGE CLASSIFIED HIRING PRIORITIZATION RUBRIC 2015-16

CRITERIA	DESCRIPTION		RANKING			
		1↓	2	3↑		
Criteria 1	Position addresses potential growth, student demand, and supports student access, equity					
	and success (Strategic Direction 1)		5.			
	Increased demand for program/unit services			1		
	Direct impact on student/academic success					
	Promotes high quality educational experiences for students					
Criteria 2	Position addresses Security/Safety/Health					
	Direct impact to the maintenance and/or improvement of current systems that			5		
	support the security, health, or safety of students, faculty and staff within offices,					
	departments or the college as a whole					
	Degree of position functionality					
Criteria 3	Impacts multiple departments within the college		. 12			
	Supports multiple areas of the Merritt College Strategic Directions					
	Position supports Innovation/Collaboration (Strategic Direction 4)					
Criteria 4	 Enhances institutional and/or community partnerships 					
	Supports implementation of effective communication practices			1		
	Utilizes or enhances innovative practices or procedures					
Criteria 5	Urgency					
	· · · · · · · · · · · · · · · · · · ·	85cm				

TOTAL	

Note:

Note:
The HR Classified Prioritization takes into consideration all positions that are requested to be funded.

2016 Classified Prioritization Summary Sheet

COMPLETED BY S. HARDING



Merritt College

EVALUATORS INITIALS ACROSS WITH OVERALL SCORE GIVEN TO	DEACH POSITION	ON BELOW	EVALUA	TORS INIT	TIALS					
EVALUATOR'S INITIALS->	cv	DW	JS	KS	MP	RP	šK	M)	wĸ	TOTAL SCORE
POSITION										
Custodian										125
Custodian										122
Facilities Services Specialist										116
Webmaster										114
Public Information Officer										113
Network Support Services Specialist	CV 2341 3									105
Program Specialist/CalWORKs										103
Custodian										100
Science Lab Tech/Biol Science										100
Financial Aid Specialist		4 14 2								99
Account Clerk II										96
Facilities Services Specialist (evening/weekend supervision)										94
1.0 Library Tech II (evening/weekend)				S. X. Same						94
Staff Assistant/EOPS										93
Staff Assistant/Admin (Instruction)										91
Science Lab Tech/Bio Science										91
Admissions and Records Clerk										89
Science Lab Tech/Landscape Hort										89
Research Data Specialist										88
Student Services Specialist										86
Library/LC Network Coordinator										85
Staff Assistant/Athletics										85
Employment Specialist/CalWORKs										85
Groundsworker/Landscape Hort										84
Recruiter/EOPS										82
Clerical Assistant II/Financial Aid										82
Greenhouse Tech/Landscape Hort										81
	EVALUATOR'S INITIALS-> POSITION Custodian Custodian Facilities Services Specialist Webmaster Public Information Officer Network Support Services Specialist Program Specialist/CalWORKs Custodian Science Lab Tech/Biol Science Financial Aid Specialist Account Clerk II Facilities Services Specialist (evening/weekend supervision) 1.0 Library Tech II (evening/weekend) Staff Assistant/EOPS Staff Assistant/Admin (Instruction) Science Lab Tech/Bio Science Admissions and Records Clerk Science Lab Tech/Landscape Hort Research Data Specialist Library/LC Network Coordinator Staff Assistant/Athletics Employment Specialist/CalWORKs Groundsworker/Landscape Hort Recruiter/EOPS Clerical Assistant II/Financial Aid	EVALUATOR'S INITIALS-> POSITION Custodian Custodian Facilities Services Specialist Webmaster Public Information Officer Network Support Services Specialist Program Specialist/CalWORKs Custodian Science Lab Tech/Biol Science Financial Aid Specialist Account Clerk II Facilities Services Specialist (evening/weekend supervision) 1.0 Library Tech II (evening/weekend) Staff Assistant/EOPS Staff Assistant/Admin (Instruction) Science Lab Tech/Bio Science Admissions and Records Clerk Science Lab Tech/Landscape Hort Research Data Specialist Library/LC Network Coordinator Staff Assistant/Athletics Employment Specialist/CalWORKs Groundsworker/Landscape Hort Recruiter/EOPS Clerical Assistant II/Financial Aid	EVALUATOR'S INITIALS-> POSITION Custodian Custodian Custodian Facilities Services Specialist Webmaster Public Information Officer Network Support Services Specialist Program Specialist/CalWORKs Custodian Science Lab Tech/Biol Science Financial Aid Specialist Account Clerk II Facilities Services Specialist (evening/weekend supervision) 1.0 Library Tech II (evening/weekend) Staff Assistant/EOPS Staff Assistant/Admin (Instruction) Science Lab Tech/Bio Science Admissions and Records Clerk Science Lab Tech/Landscape Hort Research Data Specialist Student Services Specialist Library/LC Network Coordinator Staff Assistant/Athletics Employment Specialist/CalWORKs Groundsworker/Landscape Hort Recruiter/EOPS Clerical Assistant II/Financial Aid	EVALUATOR'S INITIALS-> POSITION Custodian Custodian Facilities Services Specialist Webmaster Public Information Officer Network Support Services Specialist Program Specialist/CalWORKS Custodian Science Lab Tech/Biol Science Financial Aid Specialist Account Clerk II Facilities Services Specialist (evening/weekend supervision) 1.0 Library Tech II (evening/weekend) Staff Assistant/EOPS Staff Assistant/Admin (Instruction) Science Lab Tech/Bio Science Admissions and Records Clerk Science Lab Tech/Landscape Hort Research Data Specialist Student Services Specialist Library/LC Network Coordinator Staff Assistant/Athletics Employment Specialist/CalWORKS Groundsworker/Landscape Hort Recruiter/EOPS Clerical Assistant II/Financial Aid	EVALUATOR'S INITIALS-> POSITION Custodian Custodian Facilities Services Specialist Webmaster Public Information Officer Network Support Services Specialist Program Specialist/CalWORKs Custodian Science Lab Tech/Biol Science Financial Aid Specialist Account Clerk II Facilities Services Specialist (evening/weekend supervision) 1.0 Library Tech II (evening/weekend) Staff Assistant/EOPS Staff Assistant/Admin (Instruction) Science Lab Tech/Bio Science Admissions and Records Clerk Science Lab Tech/Landscape Hort Research Data Specialist Student Services Specialist Library/LC Network Coordinator Staff Assistant/Athletics Employment Specialist/CalWORKs Groundsworker/Landscape Hort Recruiter/EOPS Clerical Assistant II/Financial Aid	POSITION Custodian Custodian Facilities Services Specialist Webmaster Public Information Officer Network Support Services Specialist Program Specialist/CalWORKS Custodian Science Lab Tech/Biol Science Financial Aid Specialist Account Clerk III Facilities Services Specialist (evening/weekend supervision) 1.0 Library Tech II (evening/weekend) Staff Assistant/EOPS Staff Assistant/Admin (instruction) Science Lab Tech/Bio Science Admissions and Records Clerk Science Lab Tech/Landscape Hort Research Data Specialist Student Services Specialist Library/LC Network Coordinator Staff Assistant/Athletics Employment Specialist/CalWORKS Groundsworker/Landscape Hort Recruiter/EOPS Clerical Assistant II/Financial Aid	EVALUATOR'S INITIALS-> POSITION Custodian Custodian Facilities Services Specialist Webmaster Public Information Officer Network Support Services Specialist Program Specialist/CalWORKS Custodian Science Lab Tech/Biol Science Financial Aid Specialist (evening/weekend supervision) 1.0 Library Tech II (evening/weekend) Staff Assistant/EOPS Staff Assistant/Admin (Instruction) Science Lab Tech/Biol Science Admissions and Records Clerk Science Lab Tech/Biol Science Admissions sand Records Clerk Science Lab Tech/Biol Science Admissions sand Records Clerk Science Lab Tech/Biol Science Staff Assistant/Admin (Instruction) Science Lab Tech/Biol Science Science Lab Tech/Biol Science Admissions and Records Clerk Science Lab Tech/Biol Science Science Lab Tech/Biol Science Admissions sand Records Clerk Science Lab Tech/Biol Science Science Lab Tech/Biol Science Admissions sand Records Clerk Science Lab Tech/Biol Science Science Lab Tech/Biol Science Admissions and Records Clerk Science Lab Tech/Biol Science Admissions and Records Cler	EVALUATOR'S INITIALS-> POSITION Custodian Custodian Facilities Services Specialist Webmaster Public Information Officer Network Support Services Specialist Program Specialist/CalWORKs Custodian Science Lab Tech/Biol Science Financial Aid Specialist (evening/weekend supervision) 10. Ubrary Tech II (evening/weekend) Staff Assistant/EOPS Staff Assistant/Admin (Instruction) Science Lab Tech/Landscape Hort Research Data Specialist Student Services Specialist Student Services Specialist Employment Specialist Employment Specialist Employment Specialist Employment Specialist Employment Specialist (JalWORKs Groundsworker/Landscape Hort Recruiter/EOPS Clerical Assistant II/Financial Aid	EVALUATOR'S INITIALS>> CV DW JS KS MP RP SK WJ POSITION Custodian Custodian Custodian Custodian Custodian Custodian Custodian Facilities Services Specialist Webmaster Public Information Officer Network Support Services Specialist Program Specialist/CalWORKs Custodian Science Lab Tech/Biol Science Financial Aid Specialist Facilities Services Specialist (evening/weekend) 1.0 Library Tech II (evening/weekend) Staff Assistant/Admin (Instruction) Science Lab Tech/Bio Science Admissions and Records Clerk Science Lab Tech/Landscape Hort Research Data Specialist Student Services Specialist Student Services Specialist Library/LC Network Coordinator Staff Assistant/Althetics Employment Specialist/CalWORKs Groundsworker/Landscape Hort Recruiter/EOPS Clerical Assistant II/Financial Aid	EVALUATOR'S INITIALS-> POSITION Custodian Custodian Custodian Custodian Custodian Custodian Custodian Custodian Custodian Cisence Lab Tech/Biol Science Financial Ad Specialist Facilities Services Specialist (evening/weekend supervision) 1.0 Library Tech II (evening/weekend) Staff Assistant/Admin (Instruction) Science Lab Tech/Landscape Hort Research Data Specialist Student Services Specialist Student

Merritt College

*EVALUATORS INITIALS ACROSS WITH OVERALL SCORE GIVEN TO EACH POSITION BELOW EVALUATORS INITIALS

	EVALUATOR'S INITIALS->	cv	DW.	, JS	KS	MP	RP	sĸ	MJ	wĸ	TOTAL SCORE
	POSITION										
28	Instructional Assistant/English										79
29	Computer Operations Technician										79
30	Clerical Assistant I/CalWORKs										78
31	Clerical Assistant I/EOPS										75
32	Staff Assistants/Admin (General)										74
33	Clerical Assistant II/Student Activities										72
34	Lab Tech/Mathematics										70
35	Instructional Assistant/Certificated										69
36	Instructional Assistant/EMT										69
37	Groundsworker/Self-Reliant House										69
38	Genealogist										67
39	Instructional Assistant/Art	5									65
40	Clerical Assistant II										61