



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
2. Custodian
3. Facilities Services Specialist
4. Webmaster
5. 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: _____

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) <ul style="list-style-type: none"> Increased demand for program/unit services Direct impact on student/academic success Promotes high quality educational experiences for students 			
Criteria 2	Position addresses Security/Safety/Health <ul style="list-style-type: none"> Direct impact to the maintenance and/or improvement of current systems that support the security, health, or safety of students, faculty and staff within offices, departments or the college as a whole 			
Criteria 3	Degree of position functionality <ul style="list-style-type: none"> Impacts multiple departments within the college Supports multiple areas of the Merritt College Strategic Directions 			
Criteria 4	Position supports Innovation/Collaboration (Strategic Direction 4) <ul style="list-style-type: none"> Enhances institutional and/or community partnerships Supports implementation of effective communication practices Utilizes or enhances innovative practices or procedures 			
Criteria 5	Urgency			

TOTAL	
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Note:

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

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

EVALUATORS INITIALS ACROSS WITH OVERALL SCORE GIVEN TO EACH POSITION BELOW EVALUATORS INITIALS												
	EVALUATOR'S INITIALS->	CV	DW	JS	KS	MP	RP	SK	WJ	WK	TOTAL SCORE	
	POSITION											
1	Custodian										125	
2	Custodian										122	
3	Facilities Services Specialist										116	
4	Webmaster										114	
5	Public Information Officer										113	
6	Network Support Services Specialist										105	
7	Program Specialist/CalWORKs										103	
8	Custodian										100	
9	Science Lab Tech/Biol Science										100	
10	Financial Aid Specialist										99	
11	Account Clerk II										96	
12	Facilities Services Specialist (evening/weekend supervision)										94	
13	1.0 Library Tech II (evening/weekend)										94	
14	Staff Assistant/EOPS										93	
15	Staff Assistant/Admin (Instruction)										91	
16	Science Lab Tech/Bio Science										91	
17	Admissions and Records Clerk										89	
18	Science Lab Tech/Landscape Hort										89	
19	Research Data Specialist										88	
20	Student Services Specialist										86	
21	Library/LC Network Coordinator										85	
22	Staff Assistant/Athletics										85	
23	Employment Specialist/CalWORKs										85	
24	Groundswoker/Landscape Hort										84	
25	Recruiter/EOPS										82	
26	Clerical Assistant II/Financial Aid										82	
27	Greenhouse Tech/Landscape Hort										81	

Merritt College

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

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