



Staffing Resource Request Analysis for AY 2024-2025

The following permanent positions emerged through the annual planning process. They collectively represent needs that were identified in this year's analysis of the Unit Plans, Section Plans, and Division Plans. Positions are proposed through the annual planning documents so that requests stay current, relevant, and tie back to Mission, program and College strategic goals, and the California Community Colleges Chancellor's Office Vision 2030.

Instruction

Faculty:

The following faculty positions have been requested through the Annual Unit Plans and are presented in the order in which they were prioritized by the Academic Senate and in alignment with administration's assessment of need. Cerro Coso Community College was allocated one faculty position for the 2024-2025 year in order to maintain compliance with the District's Faculty Obligation Number (FON). In agreement with Academic Senate leadership Cerro Coso pursued faculty recruitment for Nursing (IWV) to support the anticipated Associate Degree for Registered Nursing. It was mutually agreed that should Cerro Coso Community College receive approval to offer the baccalaureate in Cyber Security Technology, Dr. Hancock would pursue the allocation of another faculty should that position be required to support the new degree. This position was not prioritized by the Academic Senate merely due to our not having received approval by the State Chancellor's Office.

Nursing (IWV)

Academy (EK)

Addiction Studies (IWV)

Child Development (IWV)

Computer Applications Specialists (IWV)

Classified:

Program Coordinator, Allied Health (IWV). Supported. This position has already been approved for hire on grant funding (COF). This position is supported by grant funds that are being received in 23-24 and good for up to two years (COF).

Administrative Secretary (IWV) – Allied Health. Supported. This position has already been approved for hire on grant funding (COF). This position is supported by grant funds that are being received in 23-24 and good for up to two years (COF).

Laboratory Tech I, Allied Health (IWV). Supported. This position has already been approved for hire on grant funding (COF). This position is supported by grant funds that are being received in 23-24 and good for up to two years (COF).

Teaching Assistant/Lab Tech Position, Visual and Performing Arts (IWV). Supported. This position would replace the former teaching assistant position for the Arts department. A new position needs to be created to cover the essential duties and responsibilities that had been carried out by the individual in the former position. This is most similar to a reclassification request for a vacant position.

DA III, Early College (EK). Not supported. The addition of an educational advisor was supported for 2023-2024 to support early college. And the addition of an Educational Advisor, Early College to serve ESCC to support the Sierra K16 Collaborative (categorically funded).

Educational Advisor, Early College (ESCC). Supported. College-wide, we have increased by 30%+ year over year for the last two years. As part of the Sierra K16 Collaborative, four of our high schools will be funded for early college pathways in education and medical, and a position is needed to coordinate and track students through these pathways. Cerro Coso is receiving \$571,000 through the Collaborative. This position will be fully funded through the grant, and contingent on funding.

Library Technician (IWV). Not supported. Additional library support for digitizing books and maintaining the currency of libguides, while important, is not as crucial as other requests at a time when the level of state funding is uncertain. As we begin implementing the accessibility work, however, it will be crucial to revisit this position next year.

Program Coordinator, Academy (EK). Not supported. While this program has the potential for growth, the college just hired a full-time academy director who is working toward but has not yet realized the full potential. Some of the growth envisioned in the justification will take place only once the college has moved to a permanent new location. It is suggested that we revisit this after the facilities questions are addressed and the program has had the chance to get on a firmer footing.

Laboratory Assistant (part-time) (ESCC). Not supported. Given the limited number of hours and the requirement to work at both campus locations, it will be very difficult to develop interest in this position. In the meantime, microbiology at Mammoth in spring 2024 is being handled in a different way (and the position wouldn't be hired before then anyway), so there is some time to consider other possible solutions before hiring a permanent position that we've never had before.

Program Coordinator, Early College (EK). Not supported. In building out the Early College unit, it seems prudent to take one step at a time before looking at another higher-level classified position. As noted above, there is support for an additional educational advisor for ESCC, an area that may experience growth as part of the Sierra K16 Collaborative. This will allow us to see the impact of the additional early college staffing and better assess ongoing needs.

Program Coordinator (ESCC). Not supported. Requested in the ESCC section plan. This is not supported without further clarification of the position's duties in context of two campus locations that are recovering from significant losses in enrollment due to COVID.

Librarian Technician I (ESCC). Not supported. Requested in the LRC unit plan. It's unclear what the need for this position is in terms of LRC usage and appears duplicative in some respects of the request for the program coordinator in the ESCC and LAC section plans. In context of campus services recovering from the disruptions of COVID, any commitment to a long-term reorganization seems premature until usage patterns establish a need.

Administrative Secretary, Allied Health (IWV). Not supported. This part-time or split position was requested in the CTE section plan, but more information is needed about this position in supporting the needs of Allied Health, particularly in context of the new associate dean position, which will presumably take on some of the higher-level tasks identified in the request.

Department Assistant III, ISEP (EK). Not supported. Reclassification. At this time, the reclassification request does not provide sufficient justification of a significant change in work, workload, or work type to justify consideration of reclassifying an employee's current job type.

Program Coordinator, ISEP (EK). Not supported. Reclassification. At this time, the reclassification request does not provide sufficient justification of a significant change in work, workload, or work type to justify consideration of reclassifying an employee's current job type.

Program Technician (EK). Not supported. Reclassification. At this time, the reclassification request does not provide sufficient justification of a significant change in work, workload, or work type to justify consideration of reclassifying an employee's current job type. The Program Technician request states that the employee will submit a JAQ, so it is best to let that process run.

Teaching Assistant, Child Development/Early Childhood Education (Bi-lingual in Spanish/English) (IWV). Not supported. As we look to replace an existing tutor services team lead, it might be worth looking into our ability to prefer a bilingual Spanish/English candidate for the role to

support increased continuity with tutoring services specific to Child Development/Early Childhood Education.

Management

Program Manager, Career Center (EK, KRV, ESCC, IWV). Not supported. The Job Development Specialist position was revisited, and changed to a program coordinator, and remains vacant after two failed searches. The short-term and long-term needs with regard to the work previously assigned to the Job Development Specialist requires further investigation before adding a management position.

Director, Incarcerated Student Education Program (ISEP). Not supported. Reclassification. Requested in the ISEP section plan as a reclassification of the existing program director. This position was reclassified last year. With the CDCR closures, and a shrinking enrollment, the scope of work will be diminished. We will be in a better position to assess these changes in the future.

Student Services

Classified:

Enrollment Specialist, Outreach (IWV). Not supported. The outreach department has been expanded over the last couple of years, including the recent permanent hiring of the Department Assistant III position and the outreach-oriented Educational Advisor identified in previous planning. With these positions added, there must be time to assess their impact on the department.

Special Services Assistant, Access Programs (Part-time) (EK). Not supported. This position was filled for many years and vacated due to a retirement. Attempts were made to re-fill the position immediately after the retirement, but the search failed due to insufficient pools. Recruiting for the position was put on hold during Covid due to declining numbers in Access programs. The position has continued to be budgeted for and the regrowth in Access students both at the Tehachapi Campus and the prison. However, it will not be recruited in the upcoming year, but is expected to be proposed for 2025-2026 if the programs at Tehachapi continue to recover at the current rate.

Admissions & Records Tech I, CTE (IWV). Not supported. This was requested within the Allied Health AUP. Allied Health has received approval for a program coordinator, an administrative secretary, and a lab technician I, which will help to offset some of the preparation of paperwork and processing that Admissions and Records has been doing.

Admissions & Records Technician II, (IWV). Not supported. Administration absolutely recognizes the substantial increase in load in Admissions and Records due to fraud. However, this is a situation that is still developing and the potential impacts of district and state mitigation measures have yet to be realized and assessed. Similarly, initiatives like transfer articulation and auto-awarding are in early stages of development and the workload impacts are unclear. There needs to be an opportunity to assess these impacts before adding a permanent position.

Department Assistant III, Athletics (IWV). Supported. During the 2023-2024 academic year, the part-time DA II position was temporarily made a full-time DA III position, forgoing the filling of the vacant part-time DA III position. The request is to maintain the DA III position as a full-time position in lieu of maintaining the existing structure of two part-time DA positions (DA II and DA III).

Program Coordinator, Financial Aid (IWV). Not supported. Oversight of Financial Aid was just reorganized in the last year to have its own dedicated Director, previously shared with Admissions and Records, which has substantially increased support for the department. There needs to be an opportunity to assess this impact on program growth and development before considering adding an additional permanent position.

Department Assistant III, Financial Aid (IWV). Not supported. There is currently already a DA II serving the department. For years the college had two Financial Aid Technicians. The relatively recent addition of the third technician was justified partly on supporting and expanding financial aid support and outreach activities in Financial Aid. Additionally, the outreach department has been expanded and is helping to support financial aid in outreach functions in a way it has not before. With growth and development in student populations and students applying for/being awarded financial aid, this can be revisited.

Administrative Services

Classified:

Site Maintenance & Operations Specialist (IWV). Supported. This position will support custodial, grounds, and maintenance required with the addition of the new Outdoor Sports Complex. This multifaceted position will help ease the burden on an already overtaxed M&O department.

Public Safety Officer 1 (30 hrs/wk, 10 month) (IWV). Not supported. This position is currently a 19-hour 12-month position and had yet to be filled. We will proceed with the current vacancy and evaluate the need to increase the hours for possible inclusion in next year's planning cycle.

Department Assistant II, Safety and Security (IWV). Not supported. While this position can replace the current implementation of Security Liaison at the Safety and Security Office and provide significantly more robust support for the Unit and the College, at this time with the anticipated need to find ways to reduce expenses, this position is not supported as a general fund expense. If more revenue can be generated through Parking, or other funding sources can be identified, this position could be resubmitted for a future planning cycle.

Facilities Clerk (IWV). Not supported. Reclassification. This job title does not exist. Decision was made to not replace the retiring campus receptionist (40hr) and the existing receiving clerk (19hr) position was made full time. A JAQ was submitted that encompasses the full range of duties.

President's Office

Classified:

Program Coordinator, Student Equity (IWV). Not supported. Since this request was submitted, a program coordinator has been hired to support the NASSSP, and two faculty have been assigned release time to support the work of the Umoja program. Future needs can be assessed over the coming year contingent on funding.

Department Assistant III (IWV). Not supported. Since this request was submitted, a DA III from last year's planning cycle was hired to serve both the director of equity and inclusion and the Outreach Department.

Web Content Editor (IWV). Not supported. Web content support was offered by the District Office but was not utilized by the department. Understanding that there was added workload in response to going live with new website, additional time is needed to assess the workload once the website updates are completed.

Print Shop Clerk (Part-time) (IWV). Not supported. The department should explore the capabilities of the new printer to allow for printer jobs to be sent directly to the machine when graphic design services are not being requested. This could significantly reduce the time that our graphic designer spends on simple print jobs.



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Academic Affairs

Faculty:

The following faculty positions have been requested through the Annual Unit Plans, and are presented in the order in which they were prioritized by the Academic Senate and in alignment with administration's assessment of need. Cerro Coso Community College was allocated four faculty positions for the 2023-2024 year in order to maintain compliance with the District's Faculty Obligation Number (FON). In agreement with Academic Senate leadership Cerro Coso pursued faculty recruitment for Medical Assisting (IWV), Psychology (SK/ISEP), Nursing (ESCC), and IT Cyber Security (IWV).

Medical Assisting (IWV)

Psychology (EK/ISEP)

Nursing (ESCC)

IT Cyber Security (IWV)

The following faculty positions were also requested through the planning process; however, they exceeded our allocation of four faculty hires as determined through the District's FON allocation analysis and were not initially supported.

CTE Counselor (IWV)

Ethnic Studies (IWV)

Computer Applications (IWV, ESCC)

Kinesiology (IWV).

Due to an existing Psychology faculty member requesting to transfer to the Psychology (EK/ISEP) position, and the department chair not looking to backfill the faculty member's existing location assignment, the CTE counselor position was then considered next in line for recruitment. Given the closure of the California City Correctional Facility (CAC), the counselor that had been assigned to CAC will be reassigned to the prioritized CTE Counselor position. After consultation with the faculty chair of social science, and having engaged in dialogue with the Academic Senate President, rather than recruit for an Ethnic Studies professor, we decided to recruit for the computer applications faculty position given the amount of work that has gone into restructuring the Business Office Technology program(s).

Additionally, given the departure of the academy coordinator position hired for the 2022-2023 academic year, need, and the position having already been counted towards our FON, we have again recruited for the position for the 2023-2024 academic year.

Prison Education Coordinators (3) (EK/ISEP). Supported. This is a continuation of existing practice, and not in addition to what has already taken place over the last couple of years.

Early College Education Faculty Coordinator. (EK, ESCC, KRV, IWV). Not supported. Reassigned time. This request is to ask for reassigning a .1 load for one full-time faculty member to dedicate, focus on, and assist ALL high school dual enrollment faculty throughout all service areas each academic year. This request requires more discussion, primarily around logistics. As faculty reassigned time, there is no reason we couldn't do this anytime once we work out the details. In lieu of .1 release time for a single faculty member, an educational advisor is being proposed to support the campus manager currently charged with establishing and building upon dual enrollment throughout our service area.

Classified:

Web Developer (IWV/DE). Supported. While there is enough work within Distance Education alone for this position, especially considering the role this position would play in ensuring accessibility compliance, this could also be a split position with public relations to support the possible build-out of an enhanced website.

Lab Safety Coordinator (IWV). Supported. Reclassification. Requested in the Science annual unit plan, this reclassification is for a position that does not yet exist. Simultaneously, a Job Analysis Questionnaire (JAQ) has been submitted (the current position is a Lab Tech I). We support increasing the level of the current position and will work first through the Job Analysis Questionnaire (JAQ) process with positions that currently exist at KCCD.

Admissions and Records (EK). Not supported. Release Time. Fifteen percent release time requested in the Public Service AUP with no further details. Not supported at the CTE dean level, plus the EK Director has already moved to address this with personnel resources inside her organization.

Career Center Program Manager (IWV). Not supported. Requested in the CTE section plan as a replacement for the Job Development Specialist. In a conversation that ensued after the posting of the Annual Section Plan, it was agreed by the dean and the VP, after consultation with student services, that CTE would go out for a replacement Job Development Specialist. If the position does not attract any viable qualified applicants and the recruitment fails, it will be revisited through our normal procedures.

Career Center Program Coordinator (IWV). Not supported. Again, requested in the CTE section plan as a replacement for the Job Development Specialist. In a conversation that ensued after the posting of the ASP, it was agreed by the dean and the VP, after consultation with student services, that CTE would go out for a replacement Job Development Specialist. If the position does not attract any viable qualified applicants and the recruitment fails, it will be revisited through our normal procedures.

Program Coordinator (ISEP). Not supported. Requested in the ISEP section plan as a new position. With the CDCR closures, and shrinking enrollment, now is not the time to add additional full-time positions. Another wildcard is the adoption of Canvas technology in the ISEP classrooms. We will be in a better position to assess these changes in another year.

Print Shop Clerk / Admissions and Records Tech I (ISEP). Not supported. Requested in the ISEP section plan as a new position. With the CDCR closures, and a shrinking enrollment, now is not the time to add additional full-time positions. We will be in a better position to assess these changes in another year.

Department Assistant II (EK). Not supported. Requested in the EK Annual Section Plan. Until enrollment numbers at Edwards AFB start to increase significantly, there is little justification for a new position at this time.

Program Coordinator (EK). Not supported. Requested in the EK Annual Section Plan. This is not supported without further clarification of the position's location and its duties.

Program Coordinator (ESCC). Not supported. Requested in the ESCC section plan. This is not supported without further clarification of the position's duties in context of two campus locations that are recovering from significant losses in enrollment due to COVID.

Librarian Technician I (ESCC). Not supported. Requested in the LRC unit plan. It's unclear what the need for this position is in terms of LRC usage, and appears duplicative in some respects of the request for the program coordinator in the ESCC and LAC section plans. In context of campus services recovering from the disruptions of COVID, any commitment to a long-term reorganization seems premature until usage patterns establish a need.

Administrative Secretary, Allied Health (IWV). Not supported. This part-time or split position was requested in the CTE section plan, but more information is needed about this position in supporting the needs of Allied Health, particularly in context of the new associate dean position, which will presumably take on some of the higher-level tasks identified in the request.

Management

Director, Early College (EK, KRV, ESCC, IWV). Supported. Reclassification. Requested in the EK section plan, this position was revised last year to be narrowed in focus and increased from 11 to 12 months. Given the significant growth of the program and the increased duties and responsibilities throughout our service area, this reclassification would be consistent with other managerial work.

Director, Incarcerated Student Education Program (ISEP). Not supported. Reclassification. Requested in the ISEP section plan as a reclassification of the existing program director. This position was reclassified last year. With the CDCR closures, and a shrinking enrollment, the scope of work will be diminished. We will be in a better position to assess these changes in the future.

Student Services

Classified:

Admissions & Records Tech I (IWV). Supported. This is not a new position request as A&R is currently budgeted for a Technician I. Utilizing Veteran's Resource Center funding, Proposing a potential pay increase to the Technician I salary as the veterans program will need additional time and dedication. The current pay scale is 37.5, would research the possibility of increasing the position to 40.0. This would likely require a Job Analysis Questionnaire (JAQ) process.

Athletic Training (IWV). Supported. Move from 11 to 12-month position. This position has been stretched beyond what can be accommodated with existing hours, particularly with the expansion of "non-traditional" seasons to all sports and the addition of Cross Country and Sand Volleyball to our sports offerings. The flexible hours of the position have been maximized as much as possible, but are not sufficient for the demands of the position, the athletes and the program. It would also account for the many times that unexpected additional hours are needed due to injury, additional preventative needs, etc. This additional time will allow for training room and administrative tasks along with additional training and retention work that cannot happening during the seasons of our sports programs. We don't offer sports for 12 months, but athletes do train for 12 months and athletic training is part of retaining our athletes from semester to semester, season to season.

Education Advisor, Early College and Outreach (IWV). Supported. Located at IWV, deployed and used to serve all campuses, particularly as it relates to early college and outreach activities. Early College has seen tremendous growth and continues to have capacity for expansion.

Outreach has continued to demonstrate its critical function for the college. The need for focused and targeted community outreach at the sites and for online, has resulted in the need for a dedicated position in order to enable Counseling/Outreach/Dual Enrollment to have a larger presence in the community and during outreach activities in an advising capacity. This position would advise students for the Early College program at their local schools on academic and career planning in an expanded, consistent way at all sites.

Department Assistant III, Outreach (IWV). Supported. Outreach is requesting a Department Assistant III due to substantial program expansion in Outreach, increased employees, travel needs, event and activity planning support and other logistical needs of the office. Additionally, numerous positions and programs have been added at the college without also adding needed clerical support. In addition to providing the DA III support for outreach, this position will support the Director of Equity, Student Government/Activities and other student service departments as needed. As we encourage active learning opportunities, field trips and the type of experiential opportunities related to Pillar 4 (ensuring learning), we are seeing an increase in faculty field trips and other activities that depending on funding source would be supported by this position. Outreach had requested replacing the previously held department assistant II with a program coordinator prior to the development of the Investment Proposal. The Board approved Investment Proposal covers the cost of the two program coordinators, freeing up the department budget to support a department assistant III.

Administrative Services

Classified:

Public Safety Officer (IWV). Supported. This fulltime position was approved earlier in the fiscal year in lieu of contracting with a security services provider. Security services providers weren't able to ensure appropriate coverage, and lacked appropriate customer support. In-house public safety officers were anticipated to actually save the college money.

Public Safety Officer (IWV). Supported. This 19-hour position was approved earlier in the fiscal year in lieu of contracting with a security services provider. Security services providers weren't able to ensure appropriate coverage, and lacked appropriate customer support. In-house public safety officers were anticipated to actually save the college money.

Public Safety Officer (EK). Supported. This 19-hour position was approved earlier in the fiscal year in lieu of contracting with a security services provider. Security services providers weren't able to ensure appropriate coverage, and lacked appropriate customer support. In-house public safety officers were anticipated to actually save the college money.

Public Safety Officer (IWV). Supported. This 19-hour position will bring the coverage capacity back to pre-COVID as well as provide support for when fellow safety officers use vacation or sick leave.

Public Safety Officer (ESCC Bishop). Supported. This 19-hour position will achieve parity of Safety and Security services, while also providing support for the campus in the evenings when classes are most often held.

Public Safety Officer (ESCC Mammoth). Supported. This 19-hour position will achieve parity for Safety and Security services while also providing support for the campus in the evenings when classes are most often held, as well as coverage for the parking lot which is a desired commodity in the Town during the winter. There is a possible partnership with the Town to share the cost of this position.

Facilities Clerk (IWV). Supported. Replace the retiring campus receptionist (40hr) and current Receiving clerk (19hr), with a specialized position that can perform the duties of both positions.

Maintenance and Operations Technician (IWV). Not supported. Reclassification. This request would replace the Skilled Craftworker position. It is recommended that the department go through the Job Analysis Questionnaire (JAQ) process for the reclassification.

Plant and Energy Engineer (IWV). Not supported. Reclassification. Current plant engineer position does not encompass the solar field and associated invertors, convertors, and monitoring equipment. Plant engineer also maintains the elevators on the campus. Plant Engineer acts as the energy manager for the campus. It is suggested that this position submit a Job Analysis Questionnaire process (JAQ). There is also a districtwide Classified Job Description Analysis scheduled to take place.

Athletic Complex Manager / Water Conservation Technician / Grounds Lead (IWV). Not supported. Reclassification of the Grounds Worker II position. When the sports complex remodel is completed, this person will need to have the water conservation as part of their daily duties. This request should be reevaluated upon completion of the sports complex.