

# SADDLEBACK COLLEGE STRATEGIC PLANNING

## ANNUAL CLASSIFIED PRIORITIZATION RECOMMENDATION PROCESS

### VACANCIES DEFINED:

1. **Replacements.** Vacancies created when an incumbent separates from the position.
2. **New General Fund Positions.**
3. **Continuing Positions.** Should be institutionalized (was previously grant or categorically funded but must now be paid with general fund dollars).
4. **Ongoing Positions.** Increase in hours of the permanent assignment is requested.
5. **Categorical Funded Positions.**

### REPLACEMENTS

1. Within 15 calendar days of written notice or separation” whichever is earlier”, the appropriate administrator/manager reviews the relevant student learning outcome (SLO) or administrative unit outcome (AUO), program review or administrative unit review (AUR), college strategic directions, goals and strategies, and division and department goals and will recommend replacement. The basis for the decision will be memorialized in writing, the appropriate paperwork created and submitted. The President’s executive assistant will forward the list of submitted requests to Classified Senate President on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month. This position should be forwarded to the human resources office to be announced within 30 calendar days of receipt.
2. This process can occur at any time during the year.

### NEW POSITIONS REQUIRING NEW FUNDING (Alignment with Annual Budget Process)

1. The appropriate administrator/manager reviews the relevant SLO/AUO, program review/AUR, college strategic directions, goals and strategies, and division and department goals to recommend the need for new positions.
2. If the body of work does not fit within a current job classification and a new classification is recommended or required, a new draft position description will be developed and submitted with the request for a new position.
3. Requests will be sent to the Planning and Budget Steering Committee (PBSC).

4. A list of positions submitted to PBSC will be forwarded to the Classified Senate President.
5. A pre-established, quantifiable rubric which has been approved by CC will be used by PBSC to evaluate requests. The rubric will be based on criteria which include the mission, vision, and strategic directions of the College.
6. Within 30 business days of receipt of requests, using the quantifiable rubric, PBSC will consider and prioritize all positions that have been submitted and will submit their recommendations and supporting documentation to CC in writing.
7. The prioritized list from CC along with all comments made by CC will be submitted to the President. The President will review the positions in light of the College Strategic Plan.
8. The President will establish a single prioritized list of positions. This list, together with hiring plans, will be provided to CC for approval/confirmation, prior to positions being submitted to Human Resources for announcement.
9. This process is annual. Each year all unfilled positions, new requests and prior year unfunded requests, will be submitted for consideration.

**Classified staffing needs may change outside of the annual planning cycle due to unforeseen circumstances. At the President's discretion, hiring of new positions can take place outside of this process to ensure college and student needs are met. In the event that this does occur, details will be presented to Consultation Council for recommendation of approval/confirmation prior to paperwork being submitted to District Human Resources.**