Classified Hiring Allocation Committee (CHAC)
February 2013

1.0 PURPOSE

The purpose of the Classified Hiring Allocation Committee is to review and prioritize requests for classified staff positions as part of the District's annual program review process, linking the budget and planning processes as relates to requests for funding classified positions.

The CHAC process will be used to make recommendations for the following classified staff positions, regardless of funding source:

- New classified positions
- Funding of vacant positions
- New classified staff positions created through reorganization and/or reallocation of department budget resources
- Replacement classified staff positions

These requests will typically come through the program review resource request process. However, from time to time previously unanticipated needs will necessitate the review of requests outside the program review process.

2.0 DEFINITIONS

For the purposes of the CHAC process, the following definitions apply:

New Position: A position which does not exist as current or vacant, funded or unfunded position, including new positions created as a result of reorganization.

Vacant Position: A position that is listed as a vacant position in the current fiscal budget, whether funded or unfunded.

Replacement Position: A position which is vacant (or soon to be vacant) due to the recent separation from employment of a classified staff employee.

3.0 COMMITTEE COMPOSITION

The Administrative Dean, Human Resources will serve as committee chairperson and will vote only in the event of a tie. The CSEA President will serve as a voting member of the committee.

In addition, the voting members of the committee will include one classified employee appointed by the Vice President/President (or designee) from each of the following areas:

> Administrative Services
> Instructional Services
> Student Services
> Departments that report to the Superintendent/President
> Garfield Campus

4.0 TERM OF COMMITTEE MEMBERS

Each of the following committee members will serve a two-year term. Three of the terms will expire in odd years and two will expire in even years as listed below.

	Term expires
Administrative Services	Odd years*
Instructional Services	Even years
Student Services	Odd years*
Superintendent/President's Office	Even years
Garfield Campus	Odd years*

Committee members are limited to a single two-year term. An employee may serve on the committee again following at least a two-year interval between terms.

*A committee member initially appointed in 2013 but with a term that expires in 2014 will serve an initial term of one year. These committee members may serve an immediate second term without the normal two-year interval, if re-appointed by the Superintendent/President/Vice President.

5.0 MEETINGS

The committee will meet in February each year to review requests received through the program review process. Additional meetings will be scheduled as necessary to review and prioritize personnel resource requests that come up outside the regular program review process.

6.0 CLASSIFIED PERSONNEL RESOURCE REQUESTS

Requests for proposed new and replacement classified positions must include the following information:

a. <u>Description of Position</u> – If the position being requested is in an existing classification, the approved job description should be included with the request. If the position being requested is a new classification, a detailed description should include the proposed title, duties, and minimum qualifications for the position. The Human Resources department can help with the development of a proposed position description.

b. <u>Current Program Review</u> – Submissions must include a copy of the program/ department/division's program review supporting the position requested. An explanation should be included if the program review does not address the need for the position.

c. <u>Classified Hire Request Form</u> – The request must be submitted on the Classified Hire Request Form and be signed by the requesting manager and appropriate vice president. The following information must accompany the form:

- Description of department/division (if this information is not included in current program review).
- Justification statement detailing why the position is needed and connecting the request to department and district planning
- Current department staffing information
- Relevant data supporting request
- Legal mandates relevant to the request
- Industry standards relevant to the request
- Efficiencies and cost savings to be achieved
- Total one-time and on-going costs associated with the request
- Health and safety implications
- Space requirements and other impact on facilities
- Supplies and equipment needed
- Benefits lost if position not filled

7.0 CRITERIA USED FOR EVALUATING AND PRIORITIZING REQUESTS

Requests for positions will be evaluated and prioritized based on the following criteria:

a. Impact of the position on providing instruction and/or services to students

b. Degree to which position requested is needed to further the college mission and goals.

c. Impact of position on meeting accreditation standards

d. Legal requirements and compliance with District Board policies, administrative regulations and collective bargaining agreements.

e. Support for position is documented in program review and/or other college planning documents.

f. Quality of data used to support request.

g. Availability of departmental or other sources to fund the request.

8.0 PROCESS AND TIMELINE

a. CHAC Request Forms should be received by January 31st each year in order for the request to be considered in the annual CHAC process tied to program review.

b. The chair of the CHAC committee will seek input from the Administrative Executive Committee and share this input with the committee prior to the review of personnel requests.

c. Once it has ranked the personnel requests, the committee will submit its ranked priority list to the Administrative Executive Committee for review and comment.

d. If necessary the committee will meet again to discuss the comments of the Administrative Executive Committee and finalize the prioritized list of requests.

e. The committee will submit its ranked priority list recommendation to the Budget Committee by the second Budget Committee meeting in April in order to allow time for inclusion in the preliminary budget for the following fiscal year.

f. For requests received outside the regular program review process, the committee will forward its recommendations to the Budget Committee in a timely manner in order to minimize delay in filling approved position(s).

g. The committee will base its recommendation on the published criteria included in this document. All committee discussions, deliberations and voting will remain confidential.