



# Sacramento City College Strategic Planning System

**Title:** Classified Staff Management

**Plan Type:** Resource Allocation

**OPR:** Vice President, Administrative Services (VPA)

**Collaborative Group:** Classified Senate

**References:** LRCCD Policy 6000 Series  
LRCCD Regulation 6000 Series  
Job Description Summaries LRCCD/HR Web Site  
Bargaining Unit Contracts (SEIU, LRCEA, LRSA)

**PURPOSE and OBJECTIVES:** This resource allocation plan describes management oversight of the classified staff resource, near term objectives and measures of merit that will be evaluated quarterly and annually to ensure regular program review and process improvement. Objectives listed below are intended to provide for process improvement where possible and greater organizational effectiveness. These objectives will be reviewed annually. This plan will also outline the annual process the college will follow to establish a prioritized list of new classified staff requirements to enable the College to compete in the district-wide process for new FTE, when available.

- integrate classified personnel requirement requests into the division unit planning system
- develop a system for prioritizing and evaluating need through shared governance so that College inputs to district are justified and credible
- develop tracking system/metrics for classified evaluations and the hiring process to ensure timely accomplishment and submission to district and employee
- in coordination with the Classified Senate, conduct a new-classified staff orientation program to help orient new classified employees at SCC.
- provide periodic training workshops to review/discuss business practices and procedures.

**PROCEDURES:** The VPA office is responsible for the overall management of the classified resource for Sacramento City College. This includes new staff requests, hiring processes, job description reviews and reclassification requests, leaves, training, orientation, evaluations and metric assessment of processes.

- **New Staff Request Process:** Annually, in the fall time period as part of the overall budget process, the district will allocate a specified, budget driven number of

NEW classified positions for the colleges and district. Typically, as part of this process, a number of positions will be ‘banked’ (identified, but held vacant) in anticipation of future growth and to accommodate planned new, permanent Education Centers that will need to be staffed when they come on line. These banked positions will be activated in coordination between the college and district as part of the center activation plan.

Each college and district unit must submit prioritized needs with supporting rationale to compete for the new classified staff positions being made available for that budget year. The outline below reflects the SCC process for developing this prioritized list and the general timeline that will be followed. This process assumes that all requested positions have been previously identified in the College Strategic Planning System and Unit Planning process which provides needed prioritization and rationale to fulfill the district requirements. In times of constrained or reduced budgets, if no new positions are being made available, the prioritization portion of this overall process may be suspended.

The request worksheet is attached to this planning document and is also available on the INSIDE SCC web site for the annual cycle. The unit planning cycle would typically be in the year preceding the budget year in which positions are made available.

New Classified Staff Request  
Process and Timing\*

<b>TIMING*</b>	<b>WHO</b>	<b>WHAT</b>
<b>Mar</b>	Dept/Unit/Area	Classified staffing needs identified and submitted to Division Dean/Director. Positions identified using standard form with specific information included. <i>All requests MUST have been included in the unit plan for the planning year.</i> This is the resource request component of the unit planning process.
<b>NLT Mar 31</b>	Division Deans	Consolidate new classified staff requests that were identified with unit plan objectives. Provide specific information associated with each position. Identify unit plan objective priorities (all resources) and then prioritize classified staff positions only.
<b>April</b>	College Service Area	VPs and President consolidate requests for their service area. Include all positions in VP/President submission to VPA for consolidation.
<b>NLT April 30</b>	VPA	Collects all classified staff requests from divisions and VPs/President. Builds spread-sheet of all positions from each division and VP/President showing College Service Area rank ordering (President, VPA, VPI, VPSS).

NLT May 30	Classified Senate	Review all classified positions and develop a rank ordered list for ALL positions being requested. Invite manager and/or department chair to explain position requests, if needed. Submit completed rank ordered list to VPA for consolidation and meet with the President's Executive Staff (President & VPs) to discuss, as appropriate.
June	President's Executive Staff	Review College Service Area and Classified Senate rankings. Provide a recommendation for the top 20 positions to the President for submission to District process. Provide unranked listing of all other positions that were submitted through the process. Positions ranked may vary depending on the budget driven number of positions that are forecast to be available. 'Banked' positions are NOT included in this prioritization process.
NLT August 31	President	Completes review of rankings and recommendations. Submits, through VPA, recommended priority list for top 20 classified new staff positions. Meets with and provides feedback and rationale to Classified Senate and President's Executive Staff on final rank ordering of positions that will go forward to the District process.
Sep	VPA and District	Submit and defend positions as submitted to the district process.
Oct-Dec	District and College	Announces classified staffing additions to each campus. Campus processes action through PeopleAdmin system to hire position.

\*Annual timelines will be adjusted based on district and college planning guidelines developed during the planning cycle.

- **Hiring Process:** The hiring process for new or replacement FTE is governed by LRCCD regulation 6122. These procedures are supplemented by a VPA memo that is attached to each hiring packet received by the district office. The hiring process is initiated by the development of a P-102B, Regular Classified Position Transaction Request. Personnel transactions are handled with the on-line PeopleAdmin system to expedite processing time. An online version of the P-102B is available on the Administrative Services tab of the INSIDE SCC web site. This form can be filled out and forwarded to the VPA office to initiate the hiring process. This form is approved by the VPA in conjunction with the requesting division/unit manager.

- **Reclassification Requests:** Permanent reclassification of a position is handled through a request process as described in LRCCD Regulations 6216 and 6222. Reclassification Review Boards are held at the district office on a quarterly basis to review and approve/disapprove requests for permanent reclassification. The process is initiated by the development of a P-126, Request for Reclassification (available on the Administrative Services tab of the INSIDE SCC web site). The schedule and required documentation are developed annually by the Director of Classified Personnel Services at the district office. This applies to incumbents of existing classified positions. Contact the VPA office for procedures used to convert a vacant / existing classified position.

- **Job Descriptions/Changes:** Job descriptions are located on the LRCCD web site for all bargaining unit positions in the district. These position descriptions are common to all colleges and work locations in the district. A proposed change to a job description can be submitted to the college VPA for consideration by the district and the other colleges. Similarly, a new job description proposal can be submitted to the college VPA for processing and approval/disapproval by the district. The college is NOT at liberty to alter job descriptions based on individual needs.

- **Professional Staff Development:** A number of staff development opportunities exist for our classified members. These programs are managed by the Staff Resource Center and are funded through a variety of district and college appropriations. A college wide Professional and Staff Development Plan is reviewed by the college leadership and shared governance process on an annual basis. Appropriate resources are provided by the college planning and resource allocation system.

- **Evaluations:** Evaluations are completed on all classified employees on a regularly recurring basis. Required due dates are governed by the applicable collective bargaining unit agreement but generally are on either an annual or bi-annual basis once the probationary or conditional employment period is completed. There are provisions for implementation of a special evaluation to deal with unusual or disciplinary matters that may arise. Evaluations are due to the VPA office within 30 days of the close-out date. All evaluations are reviewed by the Administrative Officer, VPA, and forwarded to the district office for filing in the official personnel record of the employee.

- **Training and Orientation:** Annual orientation for newly hired/promoted classified staff members will be conducted by the VPA office in conjunction with the Classified Senate. Training workshops to address administrative and operational topics will be conducted each semester for the benefit of staff, faculty and management. These workshops are intended to promote a better understanding of administrative and financial management procedures and to provide a forum for feedback to the staff. Topics will be derived from staff input and error rate tracking done by the College business office.

**MEASURES OF MERIT:** In addition to district and campus wide satisfaction surveys that are conducted periodically, the VPA will maintain and track five areas of metric assessment. These metric assessments will be updated regularly as part of the feedback loop for the College planning system and will be briefed to the management team.

- **Position Summary (FTE authorized/filled):** A current year and seven year look-back of authorized full-time-equivalent (FTE) positions and their fill rate is reviewed quarterly with the management team. The basis for this authorized FTE vs. assigned/filled summary are personnel management products that consider all authorized FTE that the college has, funding source (categorical/grant or general fund) and the incumbent information.

- **Hiring Process Timeliness:** Two aspects of the hiring process are evaluated quarterly and briefed to the management team: length of time, in working days, from the

time a position is requested for fill until a list of candidates is received from the district by the college; length of time, in working days, from when the college receives the candidate list until a hiring decision is reached and a position is filled. This provides insight into the overall efficiency of the hiring process and helps identify areas for improvement. During times of restricted hiring due to budget constraints, hiring timeline assessments will be suspended and a summary of vacant and/or closed positions that are being tracked to meet budget objectives will be presented to the management team.

- **Evaluation Timeliness:** A by-division review of evaluation timeliness is reviewed quarterly with the management team. An evaluation is considered 'on time' if it is submitted to the VPA office within 30 days of report closure. This provides ample time for completing the report and providing necessary feedback to the individual being evaluated. Evaluations that are over 30 days and over 60 days are tracked and reported. The objective is to have ALL evaluations submitted to VPA and forwarded to district HR within a 30 day standard.

- **Vacant Position Summary:** A summary of vacant positions sorted by College Service Area (CSA) is maintained by the VPA office and reviewed periodically with the President's Executive Staff (PES). This review includes decisions about filling vacant positions, adjusting FTE (hours/months) where appropriate and, in constrained budget times, making decisions about closing positions to meet budget targets mandated by the district. This summary chart is embedded in the VPA quarterly metric brief presented to the management team. It is also posted to Inside SCC.

- **Training Summary:** A quarterly review of training that is accomplished to include number of people in attendance, subjects covered and feedback, as appropriate is reviewed with the management team.

- **Orientation Summary:** The number of people that are eligible for orientation, number attending and critique/feedback summary is periodically reviewed with the management team.

**RESOURCE**

**REQUIREMENTS:** Normal administrative procedures and overhead; Special Activities Funding, as approved.

**DATE:** January 2008  
Update November 2008  
Update August 2009  
Update October 2011  
Update October 2012  
Update August 2013

**REVIEW CYCLE:** Annual

*Sacramento City College*  
**Classified Staff Request**

DEPARTMENT/UNIT/AREA: \_\_\_\_\_

UNIT MISSION (as reflected on the unit plan). Include mission impact if this position is NOT supported / granted.

POSITION REQUESTED:

- Job Title: \_\_\_\_\_
- Job Code/Range: \_\_\_\_\_
- Work Location: Main Campus \_\_\_\_\_ Outreach \_\_\_\_\_ Other \_\_\_\_\_
  - Requested FTE: 1.0 \_\_\_\_\_ .833 \_\_\_\_\_ .75 \_\_\_\_\_ .5 \_\_\_\_\_ Other \_\_\_\_\_
- Hours / Week: \_\_\_\_\_
- Work Week: \_\_\_\_\_
- Work Hours: \_\_\_\_\_
- Duty Location (Bldg/Room #/Site): \_\_\_\_\_
- Extension of current employee work year: Y \_\_\_ N \_\_\_ Current FTE: \_\_\_ Requested FTE \_\_\_\_\_
- Extension of current employee work hours: Y \_\_\_ N \_\_\_ Current FTE: \_\_\_ Requested FTE \_\_\_\_\_
- Currently using temporary classified staff: Y \_\_\_ N \_\_\_; If so, for how long: \_\_\_\_\_
- Has this position been previously requested: Y \_\_\_ N \_\_\_; If so, how many times: \_\_\_\_\_

COLLEGE GOAL(S) SUPPORTED (as reflected on the unit plan). Please identify the segment of the college community that is supported, e.g. basic skills students, faculty, staff, etc.

UNIT OBJECTIVES (as shown on unit plan). Show the relationship of this position to the unit objective that is being supported.

OTHER NEEDS/COMMENTS: Identify additional resources needed to support this position (space/facility, equipment, budget authority, IT, etc.). If there are NONE, so state. Also include any mandates, new directions or other changes that are relevant to this request:

NOTE: Positions funded through categorical programs need not be worked through this process, but funding must be sustained through the categorical resource.

**UNIT PLAN PRIORITIZATION (All Resources):** \_\_\_\_\_ of \_\_\_\_\_  
(As shown on unit plan for College Service Area)

Dept/Unit/Area Ranking (Classified Positions Only): \_\_\_\_\_ of \_\_\_\_\_

Dept/Unit/Area Supervisor: \_\_\_\_\_

Division Ranking (Classified Positions Only): \_\_\_\_\_ of \_\_\_\_\_

Division Dean/Director: \_\_\_\_\_

College Service Area Ranking: \_\_\_\_\_ of \_\_\_\_\_

Vice President/President: \_\_\_\_\_

Classified Senate Ranking: \_\_\_\_\_ of \_\_\_\_\_

Classified Senate President: \_\_\_\_\_

President's Executive Staff Ranking: \_\_\_\_\_ of \_\_\_\_\_

President's Final Ranking: \_\_\_\_\_ Initial/Date: \_\_\_\_\_