



Resource Allocation Committee

To: Dr. Barry Russell
President

From: Joel Gagnon
Chair, Resource Allocation Committee

Date: November 8, 2016

Subject: 2016-2017 Ranking Recommendation for Non-Instructional Positions

The Resource Allocation Committee received 20 Non-Instructional Position requests for 2016-2017 as well as 1 Non-Instructional Position request categorized as “informational only.” The Committee reviewed the positions and had the opportunity to ask questions of the Deans or area representatives. Each Committee member individually ranked each position and has agreed to the final ranking order. The 20 positions total \$1,263,766 in annual salaries and benefits. It is the Committee’s hope that you can use this information for the Non-Instructional Position hiring.

Attached is the 2016-2017 Non-Instructional Position Rankings document.

Resource Allocation Committee (RAC)
2016-2017 Non-Instructional Position Rankings

REQUEST				COMMITTEE MEMBERS													COSTS								
Position Request #	Rank	Area	Position Title	CM-1	CM-2	CM-3	CM-4	CM-5	CM-6	CM-7	CM-8	CM-9	CM-10	CM-11	CM-12	CM-13	Total Points	Position Range	Status (New - Restore - Increase)	% Employee	Hours Per Week	Months Per Year	Annual Salary Increase	Annual Benefits Increase	Total Cost
2016-04	1	LPC Technology Department	Computer/Network Support Specialist II (Rqst A)	29	30	40	40	26	31	32	34	36	24	33	31		386	50	New	100%	40	12	\$71,818.00	\$35,909.00	\$107,727.00
2016-16	2	MSEPS: Math	Senior Instructional Assistant - Math	30	29	28	35	28	28	29	36	26	34	33	30		366	37	New	80%	32	12	\$41,660.00	\$20,830.00	\$62,490.00
2016-03	3	Admin Srvc: Campus Safety	Campus Safety Dispatcher	31	24	35	34	18	35	30	31	29	20	31	25		343	29	New	100%	40	12	\$42,715.00	\$21,357.50	\$64,072.50
2016-05	4	LPC Technology Department	Computer/Network Support Specialist II (Rqst B)	19	25	34	32	22	31	31	23	36	22	30	26		331	50	New	100%	40	12	\$71,818.00	\$35,909.00	\$107,727.00
2016-06	5	LPC Technology Department	Instructional Systems Technician	28	20	36	25	22	30	32	19	37	23	30	28		330	45 Step 2	Increase from 50%	100%	40	12	\$33,384.00	\$16,600.00	\$49,984.00
2016-01	6	Admin Srvc Department	Fiscal Coordinator, Special Programs and Grants	34	22	37	31	26	22	30	23	25	16	31	32		329	44	New	100%	40	12	\$61,979.00	\$30,989.50	\$92,968.50
2016-19	6	SS: Financial Aid	Finanacial Aid Advisor II (Scholarship Emphasis)	28	22	26	23	24	35	30	26	30	26	33	26		329	35	New	100%	40	12	\$49,569.00	\$27,784.50	\$77,353.50
2016-02	8	Admin Srvc: Campus Safety	Security Officer	29	27	33	33	13	35	28	25	30	22	27	23		325	37	New	100%	40	12	\$52,075.00	\$26,037.50	\$78,112.50
2016-15	9	CATSS: ECD	ECD Professional Development Coordinator	29	22	24	30	27	21	25	24	23	28	30	29		312	45 Step 5	Increase from	100%	40	12	\$34,804.00	\$17,402.00	\$52,206.00
2016-20	10	SS: Enroll. Srvc - Veterans First	Veterans Specialist	29	26	24	35	21	28	24	17	24	30	33	20		311	35	New	100%	40	12	\$49,569.00	\$24,784.50	\$74,353.50
2016-18	11	SS: Financial Aid	Financial Aid Advisor II (Loan Specialist)	23	22	24	34	21	35	28	14	27	18	29	28		303	35	New	100%	40	12	\$49,569.00	\$24,784.50	\$74,353.50
2016-17	12	SS: Financial Aid	Financial Aid Advisor (Front Desk)	24	25	25	27	15	35	28	17	27	23	31	21		298	32	New	100%	40	12	\$45,929.00	\$22,964.50	\$68,893.50
2016-13	13	BHAWK: Athletics	Athletic Eligibility & Sports Information Specialist /Admin Asst I (New Job Description Req'd)	23	21	29	22	23	15	26	24	18	32	30	31		294	30	New	75%	30	10	\$27,392.00	\$13,696.00	\$41,088.00
2016-21	14	SS: Transfer Center	Student Services Assistant - Transfer/Career Center	29	12	26	22	26	15	31	23	25	30	29	25		293	32	New	100%	40	12	\$45,929.00	\$22,964.50	\$68,893.50
2016-14	15	CATSS: Automotive	Instructional Assistant II	30	21	22	30	16	23	21	19	32	22	31	20		287	34	Increase from	100%	40	12	\$29,505.00	\$22,720.00	\$52,225.00
2016-12	16	A&H: Speech/Forensics	Instructional Assistant - Speech/Forensics	25	19	20	24	19	23	27	20	20	22	31	27		277	27	New	45%	18	10	\$15,243.00	\$1,524.00	\$16,767.00
2016-07	17	Academic Srvc Department	Curriculum & Scheduling Specialist	27	18	24	23	24	14	27	25	25	18	19	24		268	37	New	100%	40	12	\$52,075.00	\$26,037.50	\$78,112.50
2016-08	18	A&H: Music	Instructional Assistant-Music	18	21	24	29	26	15	25	16	19	19	30	25		267	27	New	50%	20	10	\$16,937.00	\$8,469.00	\$25,406.00
2016-09	19	A&H: Theater	Costume Lab Technician	24	24	24	30	27	14	21	13	19	17	32	19		264	33	New	50%	20	10	\$23,457.00	\$11,773.50	\$35,230.50
2016-10	20	A&H: Music/Theater	Accompanist (Piano)	19	21	21	25	22	21	19	16	25	17	29	22		257	37	New	50%	20	11	\$23,868.00	\$11,934.00	\$35,802.00
Positions are Ranked 1 - 20 With 1 Having the Highest Priority																						\$839,295.00	\$424,471.00	\$1,263,766.00	

INFORMATION ONLY																									
2016-11	NOT RANKED	A&H: English Center	Instructional Assistant- English														NOT RANKED	34 Step 5	Increase from 35%	75%	30	10	\$16,114.00	\$13,697.00	\$29,811.00