

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2020-2021

Internal Use

#: 2020- 01

Requester Name: _____ **Division Name:** _____

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district [job description](#))

Position Will Reside in Division/Unit:

Indicate To Whom this Would Report:

Indicate if this position or a similar position has been presented to RAC previously and in what years:

The position is:

New

Number of Hours per Week: _____

Number of Months per Year: _____

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

Name of Person Currently Holding Position: _____

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

SECTION 1: PROGRAM NEED (contd)

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.

And/or provide additional information supporting a need for this position and resulting impact on students or program:

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC PLANNING PRIORITIES:

- Implement the integration of all ACCJC standards throughout campus structure and processes.
- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus

Indicate how this position supports the College's mission and/or planning priorities:

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

- This need was described explicitly in a Program Review (Year_____).
- This need was implied in a Program Review (Year_____).
- This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost: \$ _____

Estimated Benefits Cost: \$ _____

Total Cost for Position: \$ 89,043.00 XXXX 

NOTE: Full Time = 20-40 hours per week or 50% - 100%
Regular Hourly = 18 hours or less per week (<50%)

For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services email to SDavidson@laspositascollege.edu

SECTION 7: SIGNATURES

Requester

Sean Prather

Administrative Services Technician

Sharon Davidson

Date - *click for drop-down*

Date - *click for drop-down*

Division Dean

Vice President



Date - *click for drop-down*

Date - *click for drop-down*

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

SECURITY OFFICER

DEFINITION

This is a protective service occupation. Under general supervision, the employee enforces rules and regulations governing the use of college buildings, grounds and other properties of the College and performs some functions that are clerical in nature. The employee has daily and direct contact with staff and college visitors and works outdoors in all types of weather. Errors in decision could result in injury to the users of District facilities.

REPRESENTATIVE

1. Patrols campus grounds either on foot or in a security vehicle; responds to emergencies and various calls for service such as lock-outs, automotive emergencies, etc.; takes reports from citizens;
2. Investigates violations, accidents and incidents occurring on campus;
3. Enforces rules and regulations governing the use of college buildings and grounds, issuing citations to violators;
4. Reviews and makes necessary changes on all incident reports written and distributes reports to proper personnel;
5. Performs periodic evaluation of student officers; assists the Security Manager in formulation of policies and procedures relating to Security Services;
6. Assists in the training of officers;
7. Reviews daily logs, reviews actions of complaints against student officers and administers disciplinary action;
8. Reviews and prepares all student time tickets weekly;
9. Prohibits the admittance to college premises of unauthorized persons; checks night meetings to ensure that facilities are being used by authorized persons and that the meetings are under control;
10. Investigates reports of vandalism; performs various types of follow-up investigations;
11. Assists in traffic control at athletic events and special programs;
12. Transports funds from special events; makes reports; keeps the daily log;

13. Performs other related tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Security methods and crowd control techniques;
2. Techniques of traffic and parking control;
3. Pertinent federal, state, city and district laws, rules, regulations and policies including laws of removal and/or arrest, legal rights of students and citizens, judicial procedures and rules of evidence;
4. Investigating procedures;
5. General modern office procedures;
6. Basic legal rights of students; and
7. Emergency procedures.

Ability to:

1. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students

Skills in:

1. Enforcing pertinent policies, rules and regulations;
2. Remaining alert and exercising sound judgment while under pressure;
3. Interrogating suspects, interviewing complainants and witnesses;
4. Patrolling college facilities and recognizing irregularities with regard to people and facilities;
5. Following and giving written and oral directions;
6. Preparing reports and maintaining records;
7. Establishing and maintaining cooperative and effective working relationships with staff; meeting the public with courtesy and tact; and
8. Emergency procedures (first aid, CPR, crowd control, etc.).

Education and Experience:

Equivalent to completion of the twelfth grade AND one year of experience in law enforcement, plant protection or security OR an equivalent combination of education and experience which indicates possession of knowledge and skills required.

License/Certificate:

Possession of a valid California driver's license.

Possession of a valid California Tear Gas Certificate.

Possession of, or ability to obtain, the 24-hour school security officer course as required by California Education Code 72330.5

PURPOSE OF CLASS

To ensure security of people on District premises and facilities; and to ensure that District Safety and Security Program is operating efficiently and effectively.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

Adopted by the Board of Trustees on 4/30/74

Revised: 4/1/83; 12/3/99; 1/30/03

Job Family - Maintenance and Operations

(p:/security)