

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST: 2025-2026

THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY REQUEST

DEADLINES

November 5, 2025: Final day to submit Cost Calculations (Section 6) requests to College Administrative Services Technician

November 12, 2025: Request due to Division Dean with College Administrative Services Technician Signature

November 19, 2025: Request Presented at Division Meeting

November 21, 2025: Request due to Administrative Office by **5:00pm with Division Dean and Vice President signatures send via email to Andrea Anderson - aanderson@laspositascollege.edu**

Process

- Submit a complete form with all sections complete and a job description attached.
- RAC will prioritize submissions based on criteria outlined in the rubric below;
 - The committee may chose not to score incomplete requests.
- RAC will make hiring recommendations to the College President, who will make hiring decision thereafter.

Please Do Not Submit this Page

Scoring Rubric

| Criteria | Strong Evidence | Adequate Evidence | Limited Evidence |
|---|--|---|---|
| Program Need (10 points) [Section 1] Ranking Scale | Clear and compelling evidence/data supporting a need for this position and/or suggesting strong impact on students or program(s). 8-10 | Clear evidence/data supporting a need for this position and/or suggesting impact on students or program(s). 4-7 | Limited evidence/ data supporting a need for this position and/or suggesting limited impact on students or program(s). 0-3 |
| Student Learning & Success (10 points) [Section 2] Ranking Scale | Clear and compelling evidence that this position will widely contribute to and/or support student learning and success in support of college accreditation standards. 8-10 | Clear evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards. 4-7 | Limited evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards. 0-3 |
| Mission and Planning Priorities (10 points) [Section 3] Ranking Scale | Clear and compelling evidence that this position strongly supports the College Mission and/or Planning Priorities. 8-10 | Clear evidence that this position supports the College Mission and/or Planning Priorities. 4-7 | Limited evidence that this position supports the College Mission and/or Planning Priorities. 0-3 |
| Program Outcomes, Initiatives and Plans (10 points) [Section 4] Ranking Scale | Clear and compelling evidence that this position will support the program above and beyond current capability. 8-10 | Clear evidence that this position will support the program above and beyond current capability. 4-7 | Position provides little or no impact on the program above and beyond current capacity. 0-3 |
| Safety and/or Organizational Effectiveness (3 points) [Section 5] Ranking Scale | This position will greatly enhance campus or program safety and/or organizational effectiveness. 3 | This position will enhance campus or program safety and/or organizational effectiveness. 1-2 | This position has negligible or no impact on campus or program safety and/or organizational effectiveness. 0 |

Classified and Administrative Position Request Checklist

This checklist is your cover page to your request (pages 3-9)

Incomplete forms will be returned.

| ✓ | Action Item | Action Required |
|---|--|--|
| | Review Purpose | <p>Submission of the following request to the Resource Allocation Committee (RAC) is required for the following:</p> <ol style="list-style-type: none">1. Requesting a new position;2. Requesting increased hours for an existing position;3. Informing the committee of the intent to hire a temporary grant-funded position. <p>Non-Instruction position requests are not required for:</p> <ol style="list-style-type: none">1. Temporary positions supported by general funds;2. Positions currently funded, but vacant for less than 24 months;3. Approved positions, but with a failed search. Approval is extended for 12 months only. |
| | Section 6: Costs | <p>Costs associated with this position request must be calculated by College Administrative Services Technician, Sharon Davidson before submitting to your Division Dean.</p> <ul style="list-style-type: none">• Calculation requests must be made no later than November 5 to meet November 12 deadline for Division Dean submittal• Send requests via email to Sui Song |
| | Division Dean Signature | The Division Dean will review the Classified & Administrative Position request form for completion and confirm job description is attached. |
| | Vice President Signature | The Vice President will review the Classified & Administrative Position request form for completion, and required signatures. |
| | College Administrative Services Technician | The College Administrative Services Technician will verify the Classified & Administrative Position request form Section 6: Costs, and forward for scanning. |

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2025-2026

Internal Use

#: 2026-

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)

Provide a historical perspective of changing demands on the unit over the past 3-5 years. (Refer to your program review section related to human resources.) You may use narrative or relevant data.

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:

- **Equity:** 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.
- **Student Success:** 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.
- **Health and Wellness:** Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

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 and/or ORGANIZATIONAL EFFECTIVENESS

Explain how this position will improve safety and/or organizational effectiveness on campus or within your unit:

SECTION 6: COSTS*

| | |
|--|--------------|
| Estimated Increase or Proposed Annual Salary Cost: | \$ \ 130,197 |
| Estimated Benefits Cost: | \$ 84,273 |
| Total Cost for Position: | \$ 214,470 |

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

**job description is in the final stages of review at the Chancellor's office, with the expectation it will be approved at November board.*

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

SECTION 7: SIGNATURES

Requester

Paula Checchi

Date - *click for drop-down*

Division Dean

Paula Checchi

Date - *click for drop-down*

Administrative Services Technician

Si. Song 11/13/25

Date - *click for drop-down*

Vice President

Nan Ho 11/14/25

Date - *click for drop-down*