

## **Classified/Management Position Request Process**

A revised process for the review of vacated and new position requests for Classified and Management staffing has been approved by President's Cabinet.

In relation to the 2025-2026 budget development process and expectations:

The College does not anticipate adding significant staff for the 2025-2026 budget. When new or replacement staff requests are submitted, the College, through President's Cabinet, will consider overall staffing levels, their relation to students served, fiscal impact, and its effect on the 50% Law.

Requests for staffing (replacement and new) will require completion of the “**FT Staff and Management Position Screening Form & Ranking Matrix**” (This form will be replacing the “*Position Request Form*” which will be made available on the Human Resources website in the near future).

**Note:** The request for staffing (new or replacement) can be made at any time during the year, however, submissions for new positions are highly encouraged during the scheduled budget development cycle.



### FT Staff and Management Position Screening Form & Ranking Matrix

Cabinet will serve as the vetting/recommending body for all staff and management position requests, which include any recently vacated positions. There is no assumption of automatic replacement. Recommendations to the Superintendent/President will be made based on the needs and opportunities of the college as a whole. When a position is authorized, it means that the need has been vetted, is in the budget, and is approved for recruitment.

Cabinet will review requests on an ongoing basis. However, all requests should also be documented in an area's unit plan in order to tie planning to budgeting. **Submit the completed document to your area Vice President.** Authorized positions will be noticed at least twice per year.

1. Name of Manager Submitting Request: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

2. Program or Area Position Will Support: \_\_\_\_\_

3. Title of Position Requested: \_\_\_\_\_

a. Proposed FTE: \_\_\_\_\_

b. Position Classification: ☐ Classified ☐ Administrative ☐ Confidential

4. Anticipated Cost

a. Range/step (Confirm with HR): \_\_\_\_\_

b. Hiring Annual Salary Range (Confirm with HR): \_\_\_\_\_

5. Proposed funding source: general fund, categorical (name specific program), or grant (name grant):

a. Does this position have the capacity to generate revenue? If so, how? Provide an analysis of the projected revenue increase over the next five years with costs factored in. \_\_\_\_\_

b. Position Coding:

FUND	ACTIVITY	PROGRAM	OBJECT	BGT CTR	%
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. Regulatory Requirements: Is this position required by a grant or legal mandate? Explain. \_\_\_\_\_

7. How is the work currently being done? \_\_\_\_\_

8. Is this position new, replacement, or backfill? \_\_\_\_\_

9. Is there currently a replacement or backfill in the position? \_\_\_\_\_

**Instructions:**

To complete the form below, you are welcome to contact Duong Tran as a resource for data on #3 and Robyn Wornall on #5 (page 2). We have also provided links to the Student Equity Plan and Educational Master Plan to help you respond to # 2 and #4.

Provide detailed responses for each of the categories below. Based on the data and other information compiled, include your score for each category in the “Manager Score” column. Attach additional sheet(s) as needed.

Be sure to also enter the name of the position and dollar amount in your annual Operational Continuance and/or Strategic Initiative submission (and program review if scheduled) in order to document the linkage between planning and resource allocation.

<b>Criteria:</b> Rate each criterion from 1 (lowest) to 3 (highest)	Weight	<b>Manager Score (1 low –3 high)</b>	Cabinet
<b>1. Equity and Inclusion</b> Does the position promote equity, diversity and inclusion within the college? Describe the impact the position will make, particularly in addressing gaps for underrepresented groups. In what way will it contribute?	20%		
<b>2. Context for Need: Enrollment or Operational Standards</b> Address any or all of the factors below which help explain the need. Impact on student success, emerging operational needs, comparative staff size at like institution (see note below), historical staffing levels, number of students/employees served	20%		
<b>3. Budget Impacts</b> If categorical or grant funded, provide an analysis of the stability of this funding source and possible alternatives if the funding source declines or is eliminated. <ul style="list-style-type: none"><li>• If categorical, have all possible expenses related to supporting this program already been charged to the categorical fund, including associated administrative costs? Explain.</li></ul>	20%		

<b>4. Alignment with EMP Goals, College Plans, and Mission, Vision, and Values</b> How well does the position align with the EMP goals, college plans, and/or mission, vision, and values?	10%		
<b>5. Operational Impacts</b> What is the impact on workload and operations of not filling the position?	10%		
<b>6. Regulatory Requirements</b> Is this position required by a grant or legal mandate? Explain.	10%		
<b>7. Technological Innovations and Alternatives</b> What technological innovations or other alternatives could be used to address these work needs? Include information about any tools you assessed to determine if workload could be addressed through technology.	10%		

**Note:**

Positions will be assessed relative to other districts with a similar amount of FTES, such as Barstow, Compton, Mendocino, and College of the Redwoods, to compare the number of full-time employees in similar departments at institutions with comparable FTES.

**Scoring Criteria:**

- 1: Provides only limited evidence and justification.
- 2: Provides some evidence and justification
- 3: Provides compelling evidence and justification.

**AREA APPROVALS**

**Certify Position Request, Confirm Coding and Funding Source:**

Signature: Budget Center Manager & Print Name

Date

Signature: Grant Manager (if applicable) & Print Name

Date

**Approve Position Request to go to Cabinet & Confirm Funding Source/s:**

Signature: Vice President of Area & Print Name

Date

**PRESIDENT's CABINET – TO AUTHORIZE NEW/REHIRE POSITION**

NOTES FROM PRESIDENT CABINET: Note if position is not cleared at this step for action, at this time.

**APPROVAL – PRESIDENT's CABINET:**

Signature: Superintendent/President, Dr. Torence Powell

Date

**BUSINESS & FINANCE OFFICE - VERIFICATION OF CODING AND BUDGET ALLOCATION:**

Signature: Controller, Wendy Nucho

Date

**HUMAN RESOURCES – CLEARANCE TO OPEN POSITION:**

Signature: Assistant Superintendent/Vice President,  
Human Resources, Training & Development, Charo Albarrán

Date

Salary Schedules: <https://www.napavalley.edu/about/human-resources/job-opportunities.html>