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**COMPLETE**

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Page 1: Classified Position Request Form

**Q1** Please enter the following:

|                            |                                      |
|----------------------------|--------------------------------------|
| Department                 | <b>Library</b>                       |
| Position Title             | <b>Library Technician II</b>         |
| Salary Range               | <b>CL-28 (\$38,244 - \$47,832)</b>   |
| Annual Salary at Step B*   | <b>\$40,452</b>                      |
| Hours/week and # of months | <b>40 hours, 12-Months, FTE: 1.0</b> |

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**Q2** Provide the following information for the new position or the increase in FTE for an existing position that is being requested, or the request to fill a vacant, frozen or defunded position:

|                                    |             |
|------------------------------------|-------------|
| Position classification and number | <b>CL28</b> |
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| <b>Q3</b> Contract type | <b>12-month</b> |
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| <b>Q4</b> What type of position is being requested? | <b>New general fund position</b> |
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**Q5** Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).**Library Technician II.docx (25.4KB)****Q6** What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

: Perform a variety of specialized technical paraprofessional duties related to public service, circulation, acquisitions, and cataloging resources in a community college library. Use the integrated library system and/or finance system to coordinate the acquisition, cataloging, and circulation resources and equipment in the library. Conduct catalog maintenance. Following standardized library cataloging rules and local cataloging standards acquire and edit permanent catalog records to facilitate identification, access and use of resources. Recruit, interview, train, provide work direction, and evaluate temporary employees; prepare employment forms, monitor hours and schedules to ensure coverage of library service desks.

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**Q7** Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

We have two other Library Technician II positions and they are doing this work. We also have two Library Technician III positions. Having a 5th staff member would open up opportunities for us to be open on Fridays to serve students and faculty. Currently we are open 9am – 7:30pm, Monday – Thursday and closed on Fridays. With our current staffing level, we cannot be open on Fridays. Two of the classified staff work four 10-hour days and while we do have two classified staff members who work on Friday when the library is closed, if one of them is out sick, we would not be able to keep the library open with just one classified staff member and still provide services and adhere to labor law (breaks and lunch). In addition, we do not currently have enough staffing to ensure appropriate supervision on the second floor of the library, where all the students, computers, books and group study rooms are located. We only have 1 librarian on the second floor and that person is charged with assisting students with research and not monitoring the entire area. As such, the supervisory function does not occur. We are fortunate we have well behaved students, as in appropriate behavior can happen in group study rooms if students know no one is watching (anything from rice cooking to sexual activities).

**Q8** How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? \*\*Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.\*\* (200 words or less) (Rubric Criterion 2)

The college overall has grown in FTES generation over the past few years. We have also added degrees and certificates, all which require the support of the library in terms of Circulation of materials and equipment, as well as traffic in the library. Here is sampling of the gate count from past years. Please note that the library was closed for 15 months so new students who started on the campus during that timeframe were not even aware we had a library building. We consider the academic year 2018-2019 to be a rebuilding year to raise aware that the library was open again. We hosted a Library Grand Reopening Fall 2019 and it was a great success so we plan to do this again to get students back in the library.

2014-15 72,590  
2015-16 66,386  
2016-17 50,498  
2017-18 (library closed due to water damage)  
2018-19 30,235 (library recently reopened)

In addition, Title 5 of the California Code of Regulations (§ 58724) contains minimum standards for numbers of library support staff. For colleges with an FTES between 5,001 and 7,000 there should be 9 library support staff. The library currently employs four (4) library support staff members and we are just asking for one addition to have five (5) staff members. The Academic Senate for California Community Colleges supports this standard as well.

**Q9** How would this position's main duties specifically support the institution's strategic priorities? Acceleration Guided Student Pathways Student Validation and Engagement Organizational Health (200 words or less) (Rubric Criterion 3)

The library supports Guided Pathways in that our services help students with their learning as well as helping them stay on their path. We do so by providing a robust Reserves collection, a collection that supports all disciplines, various equipment for check-out such as calculators, cameras and laptops, research support and information literacy instruction. The library supports student validation and engagement by creating a space where students can feel comfortable on campus engaging in their academic work as well as just relaxing and rejuvenating in a pleasant space. This position would assist with ensuring we are getting materials and equipment into the hands of students in a timely manner and helping to provide a safe and comfortable space to do their academic work.

**Q10** How will the position impact the ability of the program or service area to innovate and meet changing needs? (150 words or less) (Rubric Criterion 3)

The addition of this position would allow us to be open on Fridays to provide services to students. The position would also help us increase our outreach efforts and activities that could help bring students into the library so they are aware of the space and services available to them.

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**Q11** Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to help inform the prioritization process.

**Yes, I have discussed this position request with the Division Dean**

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