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**COMPLETE**

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Page 1: Classified Position Request Form

**Q1** Please enter the following:

Department	<b>EOPS, DSPTS, CalWORKs</b>
Position Title	<b>CLASSIFIED SUPERVISOR (Categorical Programs: EOPS, DSPTS, CalWORKs)</b>
Salary Range	<b>\$68,045- \$82,707</b>
Annual Salary at Step B*	<b>\$71,447</b>
Hours/week and # of months	<b>40 hrs/week, 12 months</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>SUPERVISOR GRADE S-I</b>
Proposed FTE	<b>100%</b>

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**Q3** Contract type **12-month****Q4** What type of position is being requested? **New general fund position****Q5** Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).**I - COUNSELING AND ASSESSMENT CENTER SUPERVISOR (1).docx (20.2KB)****Q6** What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

All categorical programs (i.e, EOPS, DSPTS, and CalWORKs) are requesting one Classified Supervisor position to oversee all three programs.

Under the direction of the Associate Dean of Student Services & Special Programs, perform a variety of responsible duties related to the coordination, organization and supervision of the EOPS, DSPTS, and CalWORKs departments; organize, schedule, assign and review office activities. Supervise and evaluate the performance of assigned staff to assure timely and efficient operation of assigned areas.

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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)

Currently these duties are carried out by the Associate Dean, with some level of support from classified from each program (EOPS/DSPS/CalWORKs).

A Categorical Programs Supervisor is necessary to support the goal of Organizational Health in EOPS as well as DSPS and CalWORKs because it will help each office run smoothly. There needs to be someone who specializes in the rules and regulations of each categorical program to provide proper management for the programs and supervision to the classified staff.

If this position is filled, students, faculty, and staff will have access to someone to provide support and cohesion for all three categorical programs. The Associate Dean will be able to focus his efforts on matters that require his attention specifically. Stress will be reduced for the entire categorical programs improving the overall student experience.

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**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 last five years have brought much change to the Cuyamaca College categorical programs. Before the creation of the Associate Dean of Student Services and Special Programs, all of the categorical programs were functioning in silos and experienced some level of transition due to many factors. For instance, in EOPS the leadership changed 3-4 times during this period. EOPS struggled to keep the program moving forward and help the students with persistence and remediation. In terms of retention rates, in general EOPS student retention rates overall have been 17-20% higher than the college. EOPS student success rates have been about 11-13% higher than that of the college overall except for the academic year 16/17, which was a major year of transition. That year, success rates dropped 2.5% from the previous year, and they were only 8.5% higher than that of the college. Things began to stabilize in the office in 17/18 and even more in 18/19. In these years we can see the success rate improving again due to program leadership stability.

In this last period there has also been some growth. All three categorical programs have grown, all three programs have gained a full-time faculty position each, and DSPS and CalWORKs have new classified positions. Staffing also affects the direct services provided to students. Although there is some overlap in the students in EOPS, DSPS, and CalWORKs, there can be an upwards of 2000-3000 unduplicated students participating all together (that is a third of the overall Cuyamaca College population). Our students can be the most vulnerable and require the most support. Appropriate levels of staffing will create a greater balance of staff available to serve a higher number of students.

**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 supervisor's main duties would support the college goals of success, equity and access by supporting the four priorities of the strategic planning process: Acceleration, Guided Pathways, Student Validation and Engagement, and Organizational Health.

The supervisor position would support the goal of acceleration through helping to coordinate mid-semester progress reports and other efforts to keep track of students' academic progress which could include helping counselors refer students to tutoring and other appropriate resources if needed.

Categorical program models has always been very similar to the Guided Pathways model. The Supervisor Position would continue to promote students declaring the path by setting up career workshops and creating stronger ties with CE and the Career Center.

The Supervisor position would promote student validation and engagement by providing on and off campus events for students in all three categorical programs to feel like they are a part of a community. Some examples of this are conferences for students like the CARE Region X conference and the EOPS Student Leadership Conference, university campus tours, and a Graduation Celebration for EOPS, DSPS and CalWORKs.

The supervisor position would help each categorical program to pursue organizational health by streamlining data and information networks, providing support and creating cohesion between all three categorical programs. For example, the Supervisor would aid in organizing categorical program retreats and other events.

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**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)

Overall the Associate Dean supervises close to 50 campus employees, including faculty, classified and student hourlies. The new Associate Dean position has also taken on leadership roles with the undocumented population on Campus through the RISE program as well as the institutionalization of Title V. Lastly, the Promise Program will also be overseen by the Associate Dean. The supervisor position would help in all these efforts.

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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**