

CONFIDENTIAL/MANAGEMENT/SUPERVISOR/ADMINISTRATIVE
Position Prioritization Process
For 2016-17 School Year Staffing

This process is in place to identify and prioritize CMS/Administrative positions for staffing considerations regarding the 2016-17 school year. These positions are “new” positions which are not currently budgeted, and would be considered growth positions. A three tiered prioritization process will be applied to positions funded through unrestricted funds. Positions supported through restricted funds will be prioritized within their own Divisions/Areas.

Requested positions should currently exist as a position within the CMS inventory. If they do not currently exist, they must go through the job description development process prior to funding being allotted.

Process

- **Tier 1 – review of 2015-16 prioritization list and funding results**

Rank	Position	Division/Area	Score	Comments
1	Development Officer, Alumni relations	Institutional Advancement	365	Not Funded
2	Technical Director, Performing Arts theater	Business	354	Funded
3	Budget Analyst	Business	337	Not Funded

- **Tier 2** - Division/Areas identify their CMS/Administrative staffing needs AND do the initial prioritization for the 2016-17 fiscal year. Part of this review should take into account the prior years identified staffing needs. Each Division/Area will submit their highest priority positions, in order of ranking, to the HR Subgroup committee.

- **Reminder: The Palmdale Center is scheduled to open in the fall of 2016. Additional staffing will be added to support the opening and on-going needs of that facility.**

Each identified position should include a justification with the following components:

1. Summary of need for the position,
2. Identified support for the position in applicable Program Review, identified outcomes, significant staffing changes in Division/Area, etc. Please be sure and reference the location in the applicable plan.
3. Approximate cost of the position
4. Assigned ranking by Division/Area.
 - **IMPORTANT: Please review your current positions funded through restricted funds. If the funding for a particular position is ending, this needs to be addressed as one of your considerations for unrestricted funding if you would like to continue with the position. If the position is to be eliminated we would need to consider a layoff of that position.**

5. An opportunity for the committee to learn more about the requested positions will be provided. A representative from each Division/Area may present a brief explanation regarding the requested positions and the rationale beyond the requests. This is not a formal presentation, but rather an informal opportunity for the committee to receive information and ask clarifying questions. No formal presentation will be permitted.
 - Tier 3 – HR subgroup will meet to apply rubric criteria to unrestricted fund positions to further prioritize

Timeline

- **October 5** – Orientation at Executive Council regarding the process.
- **November 2** – Division/Area priority lists due to HR Subgroup Committee by the end of business.
- **November 5** – HR Subgroup Committee will hear justifications.
- **November 9 thru 16** – HR Subgroup will apply rubric criteria
- **November 19** – HR Subgroup finalizes prioritization list
- **December 9** – budget Committee
- **December 16** – Strategic Planning Committee