SAN DIEGO MESACOLLEGE

CLASSIFIED STAFF POSITION REQUESTS

Submitting requests as part of the Program Review process

TODAY'S AGENDA

- ◎ Process Overview

- ◎ Accessing Request in TaskStream

- ◎ Presentation of the new form and rubric

  - ◉ Complete requests (good and bad) will be shown and discussed

- ◎ Q & A

PROCESS OVERVIEW

◎ During the Program Review process, the department / service area identifies the need for classified staff.

◎ In the Program Review system, the Classified Staff Position Request is downloaded, completed, and reattached in the correct module.

◎ The CHP reviews and scores these requests based on the established scoring rubric. Based on the scores, the CHP develops a prioritized list of campus Classified Staff requests.

◎ The prioritized list is forwarded to Planning and Institutional Effectiveness Committee (PIE) for review.

◎ PIE recommends the list to President's Cabinet for review and approval. This list is a recommendation for planning, and does not guarantee a position will be filled.

POINTS TO CONSIDER

◎ Only one position request per form

◎ Note that this Position Request process cannot be used for position reclassifications

◎ Positions that are approved and funded on campus must also follow the District approval process.

◎ Administration may fill vacated positions as necessary.

◎ If a position request is being shared, it is highly recommended that the program/service areas collaborate on the individual requests as scores for each request will be averaged for the one, shared position.

◎ Recommend maximizing responses to the 2000 character count (250-300 words).

WHERE TO FIND THE FORM

1. Once in TaskStream, Click on your department's 2016/17 UPDATE:

Administrative Support Services

Business Services

- Administrative Services Assessment & Action Plan >>

- Administrative Services Program Review 2014/15 >>

- Administrative Services Program Review 2015/16 UPDATE >>

- Administrative Services Program Review 2016/17 UPDATE >>

2. On the left-hand side menu bar OR the main screen, click on "Classified Staff Requests"

Request Forms
- BARC & Facilities Requests
- Classified Staff Requests
- Faculty Position Request 1
- Faculty Position Request 2
- Faculty Position Request 3

WHERE TO FIND THE FORM

Classified Staff Requests

Directions

Please locate the "CHP TEMPLATE" form in the attachment section below. Please download this form and re: you have completed and saved it, please upload it back into TaskStream. For questions and information reg

1. To begin, please **Check Out** this requirement.
2. Download and complete the *CHP Template* form (Excel file).
3. Save the form. If you have more than one request, download the form again, complete it, and save under
4. Now, attach the saved form back into Taskstream. To attach files, select the **Attachments** icon at the
5. Select the **Upload from Computer** button and then select the gray **+ Add Files** bottom to locate the fi
6. Once the file is located, select the **Open** button.
7. Next, select the gray **Upload and Close** button on the bottom right of that screen.
8. Once you see your file uploaded, click the **Save & Return** button.
9. Remember to **Check In** this requirement when you are finished.

File Attachments:
1. **CHP RUBRIC 16-17.xlsx**
2. **CHP Template 16-17.xlsx**

Web Links:
1. **SDCCD Classification Descriptions**

3. Then, Click the CHP Template 16-17.xlsx. The rubric is also located here to see what criteria the committee will be using.

4. A window will pop up asking you to save or open the file. You can do either as long as you "Save As" to your own files to upload upon completion.

Opening CHP_Template_16-17.xlsx

You have chosen to open:

CHP_Template_16-17.xlsx
which is: Microsoft Excel Worksheet
from: https://file.taskstream.com

What should Firefox do with this file?

○ Open with Microsoft Excel (default)
○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

UPLOADING INTO TASKSTREAM

5. To reattach into TaskStream, checkout the module…
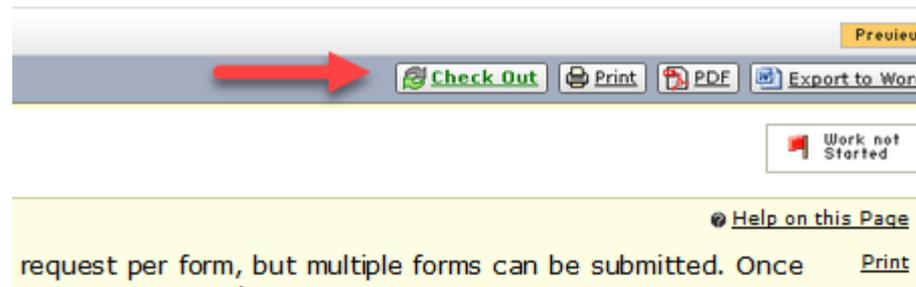
6. Then at the bottom of the screen, hit "Add Attachments"…

7. And in the next window, choose "Upload from Computer
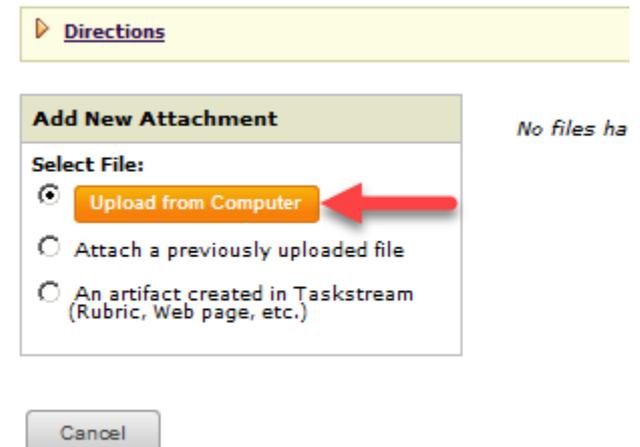
WHERE TO FIND THE FORM
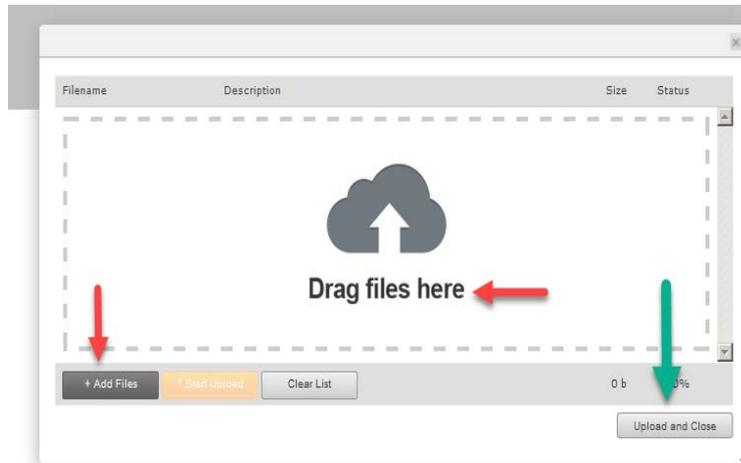
8. You can attach in multiple ways. Once you select your file, hit "Start Upload". Once uploaded, hit Upload and Close.

9. From there, you can add a new attachment, edit, delete, or hit save and return. Once you are done, remember to "Check-In" this module.

THE FORM

◎ **The form has changed, and the rubric adjusted accordingly**

◎ **Before the examples are discussed, please note Instructional Service areas can find some information from the Productivity Data Report sent from the Office of Institutional Effectiveness.**

◎ **If a service area needs assistance with data, please contact the Manager for that area or the Office of Institutional Effectiveness**

THANK YOU & QUESTIONS

◎ Classified Hiring Priorities Committee

- ⊙ Larry Maxey
- ⊙ Rachelle Agatha
- ⊙ Taj George
- ⊙ Shannon Bacon
- ⊙ Claudia Estrada
- ⊙ Olivia Picolla
- ⊙ Jeanette Leon