

MEMORANDUM

Date: December 9, 2019

To: Audrey Yamagata-Noji

From: Don Potter

Cc: Grace Hanson

Subject: DHH Services Reorganization and Staffing

After many meetings with Human Resources, CSEA 262, and Student Services Administrators, DHH Services has completed a program analysis and developed a reorganization proposal.

DHH Services currently has one full time Coordinator.

In addition, DHH Services is approved for one full time SSPS II, which is vacant.

DHH Services is requesting that our current approval for a full time SSPS II position be changed to approval for an 80% Coordinator, DHH Services.

This will allow us to provide services to our students for 12 hours/day, Monday through Thursday without any increase in our Categorical funding. This will also ensure that all employees within the DHH Center will be fluent in ASL, as this is a requirement listed in the Coordinator job description.

Please see the attached document for the program analysis and rationale for the reorganization of DHH Services.

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DHH Program Analysis and Reorganization

DHH Staffing History

2015 DHH Center established with no increase in staffing.
Office coverage needed 7:00 a.m. – 7:00 p.m. daily.

2016 – 2018

Approved/Funded for additional full time SSPS II position.
Instructed to submit revised job description to have the position reclassified.
Reclassification request changed to Classification request at direction of HR.
Classification request rejected.

2019 At direction of HR, the SSPS II position was changed to Coordinator, DHH Services.
Position filled by a voluntary lateral transfer of the current SSPS II person within DHH.
After meeting with Dean, VP, and Union representatives it was recommend that the previously approved full time Student Services Program Specialist II, currently vacant, be changed to an 80% Coordinator position.
DHH Services is requesting approval to hire an 80% Coordinator, DHH Services.

Rationale:

1. DHH program has grown every year since 2009 with no increase in clerical staff.
2. DHH is unable to meet the needs of evening and weekend students without two full time clerical staff.
3. This has required us to hire hourly staff to assist with office coverage of 12 hours/day.
4. Lack of staffing is negatively affecting our ability to program effectively for students.
5. Two Coordinator positions would ensure fluency in ASL for all staff, as this requirement is imbedded into the position description. It is not required for a SSPS II position.
6. 80% Coordinator position would require no increase in funding compared to the full time SSPS II position, already funded and approved, while still meeting the needs of DHH students.

EZ Salary Project

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	95
Enter months of employment	12
Enter FTE percentage	80.00%
Total Annual Cost	\$77,242

FTE less than 50%	
Description	Input
Select employee group	UA
Enter salary range	50
Enter months of employment	12
Enter FTE percentage	47.50%
Total Annual Cost	\$21,940

For questions contact: Christine Lam at Ext. 5428 or clam@mtsac.edu