

2022-23 NEW RESOURCE ALLOCATION REQUESTS - PRIORITAZED SUMMARY

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: HUMAN RESOURCES

| To Be Completed By Departments | | | | | | | | | Required if Budget Approved By President's Cabinet | | | | | To Be Completed When President's Cabinet Makes Final Decision | | | |
|--------------------------------|-----------------|---|--|--|----------|------------|-----------------|-----------------|--|--------|--------|--------|------|---|---|----------------|----------|
| Priority Number | Division | Department-Org/Department's Contact Staff | Description | Justification of Need | One-time | Ongoing | Total Requested | Strategic Goals | Account Number | | | | | Total Funded | Outcome (President's Cabinet Funding Decision) | Funding Source | Comments |
| | | | | | | | | | Fund | Org | Acct | Prog | Actv | | | | |
| 1 | Human Resources | 200000/Sokha Song & Jose Ramirez | Administrative Specialist III (CA9406) | The position of Human Resources Administrative Specialist II has been vacated due to the incumbent promotion. HR needs to upgrade the AS II position to an Administrative Specialist III to meet program/department staffing needs due to necessary technical, specialized, and supportive tasks such as preparing conference & travel documentation, etc. These duties do not fall within the AS II job description. This request aligns with the 2022-23 Budget Strategy NRA Guidance, Priority number five. | | 4,721 | 4,721 | 4, 5, 6 | 11000 | 200000 | 213000 | 673000 | 2100 | | | | |
| 2 | Human Resources | 200000/Sokha Song & Jose Ramirez | Project/Program Coordinator (CA9239) | The Project Program Coordinator is a critical position supporting HR investigations, leaves of absence, and accommodations for employees under the Americans with Disabilities Act (ADA). The position coordinates all requests for American Sign Language (ASL) interpreters and provides Equal Employment Opportunity Training for all employees. The College is also now requiring all employees to participate in two hours of Unlawful Discrimination Prevention Training in addition to the state requirement for sexual harassment prevention training. This position will facilitate and coordinate this new requirement. This request aligns with the 2022-23 Budget Strategy NRA Guidance, Priority number five. | | 129,014 | 129,014 | 1, 4, 5, 6 | 11000 | 200000 | 213000 | 673000 | 2100 | | | | |
| | | | | | \$ - | \$ 133,735 | \$ 133,735 | Total | | | | | | \$ - | | | |