

**Scope**

- Classified staffing needs
- All Divisions
- True Needs

**Goals**

**July to August 2013**

- Review/Confirm Current Classified Staffing
- Review/Confirm Program Review Priorities for Classified Staffing
- Identify true needs
- Create Staffing Plans
  - Department
  - Division
  - District-Wide
- Document process for ongoing reprioritization
- Update/Revise Program Review Priorities, considering
  - Original program review priorities
  - Budgets
  - Enrollment
  - Movement of personnel due to restructuring
  - Urgent Requests (Tier 1)
- Obtain Department Chair input

**September – October 2013**

- Clean-up/Adjust
  - Position Control
    - Location
    - Division Code
  - Human Resource Charts
  - Payroll Reports
- Review with Participatory Governance Council

**October to December 2013**

- Program Review
- Update staffing plans

**Process & Schedule**

- Meetings with Divisions (including Deans, Associate Deans, Directors, Managers, Supervisors)
  - F & A: week of 8/19/13
  - Student Development: week of 8/5/13
  - Academic Affairs: week of 8/5/13
  - Chancellors Office: week of 7/15/13 (Completed)
- Vacancy Review Process – 8/1/13 to 8/31/13
  - Review division plans, make staffing recommendations, and recommend priorities
  - Recommend District-wide priorities
- District-wide priority setting meeting with Divisions – TBD
- Publish Staffing Plan – TBD

**Materials**

- Position Control Reports – Funded and Filled Positions
- Current Open Positions to Recruit – Funded and Unfilled Positions
- Program Review Priorities
- Criteria for staffing considerations?