**Classified Position Request Form**

**Instructions:** Complete one form for each classified position requested

* New Position (not in last year’s budget)

 Replacement Position (in last year’s budget)

 Conversion Position (from grant to general funds not in last year’s budget)

 Formerly Eliminated Position (not in last year’s budget)

Title of Position Requested: Athletic Equipment Manager Assistant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program/Department/Area: \_Athletics\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Hours per Week: 19 hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Months per Year: 10 month\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief Abstract:** (How does position impact present area status, affect workload reduction, impact students or provide support/services?)

This position would affect the amount of overtime required of the current 12 month Athletic Equipment Manager II position. It would provide move coverage of athletic related duties.

**Rationale and Applicability to College Strategic Goals:** (**Substantiate recommendations with data and the guidelines listed in the Budget Decision Criteria document and College Strategic Goals.** Does this need fulfill a compliance/mandated position, i.e. State, Federal, regulatory boards, contracts? Does this need address grant partnership commitments and/or critical community needs?)

Currently, the Athletic Equipment Manager II (12 month employee) accrues a tremendous amount of overtime throughout the year with job duties as it relates to nights and weekend coverages. A temporary employee has been utilized as a 19 hour per week employee to help relieve the excessive workload. There is clear need for a permanent employee to assist in providing safe and sanitary equipment for the student athletes.

**Impact on College/District if position is not filled:** (Include how having the position or not having the position impacts FTES, services to students.)

The number of hours necessary for providing all the students within the department a safe, clean and sanitary environment is greatly affected. This position will free up the current 12 month employee to meet the demands placed on the job through evolution and growth of the department.

**Total Cost:**

Salary $\_\_22,000\_\_\_\_\_\_\_\_

Benefits $\_\_\_0\_\_\_\_\_\_\_

Computer/office space etc. $\_\_\_\_\_\_\_\_\_\_

***Total Amount:*** ***$ \_\_22,000\_\_\_\_\_\_\_\_***