Background

As a WASC accredited institution, NOCE is committed to aligning planning with resource allocation. This position management process identifies, assesses, and prioritizes the classified and/or management position needs, through the NOCE Budget Committee, a shared governance subgroup of the NOCE Provost's Cabinet.

Position management is an important process throughout NOCE for several reasons. First, staffing costs currently represent at least 90% of NOCE's annual budget. Evaluating staffing needs is a key factor in ensuring that resources are being utilized in a manner that maximizes the quality and quantity of services provided to our diverse student population. Second, the community we serve, and our programs are constantly evolving, thus staffing needs must be reevaluated periodically to be aligned with the needs of the community served by NOCE. Third, given limited resources, position needs must be prioritized to ensure that positions are filled based on the level of importance and in the context of honoring NOCE's mission.

As a result, NOCE's position prioritization process should provide a formal, transparent method to:

- Prioritize vacant positions to ensure that positions are filled based on the level of need
- Identify and prioritize new positions
- Evaluate changes in positions resulting from workload shifts (increased/decreased responsibilities, other added/eliminated positions)

General Fund Permanent Management Classified Position Process

The responsibility of identifying and/or prioritizing management and classified positions covered by General Fund is assigned to the NOCE's Budget Committee and is ultimately designed to develop recommendations to the Provost.

The review process begins with the identification of classified and management positions by NOCE departments. Next, the positions are prioritized according to set criteria using a weighting mechanism. The position prioritization work results in two prioritized lists, one for management and one for classified positions. The purpose of the priority lists is to determine which positions to fill first based on available resources. The position prioritization process will be performed during Budget Committee meetings. Managers requesting positions are encouraged to attend the Budget Committee meetings and participate in the weighting/prioritization process. The weighting mechanism is used to rank positions by need using the following criteria:

a. Impact on Student Services - appropriate services must be provided that support student learning and development within NOCE's mission.
b. Information and Learning Resources - sufficient information and learning resources must be provided that support NOCE's instructional programs and NOCE as a whole.
c. Financial Resources - open positions are to be filled in such a way that financial resources are managed to support student learning programs and services, improve institutional effectiveness and ensure financial stability.
d. Facilities - open positions impacting facility management must be filled in a way that ensures adequate cleanliness and safety for the academic programs and courses offered.
e. Support of NOCE and NOCCCD mission, directions and goals. For example, does the position address any of the district strategic directions?

The position prioritization process is intended to be performed no less than annually and it can be scheduled as often as needed. If a high-priority position becomes vacant prior to the next scheduled review process, the Provost may decide to fill the position to avoid interruption of critical services. Under such circumstances, the Provost will report the decision and share the underlying reasoning at the following Provost's Cabinet and Budget Committee meetings.

Categorically Funded Permanent Management and Classified Position Process
As categorical needs and funding sources are unique to each program and because categorically funded positions do not impact the General-Fund budget, management and classified positions requested for categorical programs will be determined by a separate process described in this section.

Categorically funded management and classified position needs as determined by the program director in consultation with the dean overseeing the program. The dean and program director will work with the Director of Administrative Services to identify an appropriate funding source and determine its sustainability. Upon determination that the position can be sustained by the selected categorical funding source, the dean will bring the position request to Provost's Staff for discussion and as a recommendation to the Provost.

To ensure transparency, positions filled through this process will be reported as an informational item at the Provost's Cabinet and Budget Committee meetings.