Managers and Classified Senate President:

The district has concluded this year’s allocation of new classified staff positions for the College’s. As you know, our priority list was developed in accordance with the Classified Staff Management, Resource Allocation Plan. Our rank ordered requests were submitted to the district in September and outlined 10.034 additional FTE (15 positions). This was a subset of the overall position list that was developed totally 30.031 FTE (43 new or extended positions). Total allocation, district wide is 17.09 FTE; SCC’s allocation is 3.35 FTE. The positions and organizations associated with them are outlined below:

- Educational Center Supervisor, 1.0 FTE, VPI, Davis Center (position is already filled)
- Student Personnel Assistant, 1.0 FTE, VPS, Student Services/Enrollment division
- Instructional Assistant, .15 FTE (extension of existing position), VPI, MSE division
- Clerk II, 1.0 FTE, VPI, BSS/PE Division
- Clerk II, .2 FTE (extension of existing position), VPI, L&L division

If there are additional allocations in this current academic year (07-08), we will return to the prioritized list that has been developed. We will keep you apprised of any changes in this area. To begin the hiring process, the appropriate division manager must submit the on-line P-102 (available in the VPA public folder) to my office. We will work the position into the People Admin system and the hiring process will be underway.

Thanks to everybody for their work over the last several months in developing the College’s prioritized request. If there are any recommendations for changes in the process and procedures outlined in the Classified Staff Management Resource Allocation Plan, please send them to my office. We will consider these inputs as part of the annual review of this plan.

Thanks, Bob.

Robert J. Martinelli  
Vice President, Administrative Services  
Sacramento City College