

# VENTURACOLLEGE

SET YOUR COURSE

*Office of the President*

To: Sebastian Szczebiot, Classified Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Deans Council  
Date: January 9, 2020  
Re: Classified Priority Hiring Fall 2020

## **Fall 2020 Classified Hiring Plan**

As part of our annual planning and resource allocation process, the Executive Team has reviewed the Classified Prioritization recommendation list developed by the Classified Senate. We have also considered anticipated classified retirements, uncertain State funding allocation, and declining enrollments.

### Prioritized Classified Professional Positions:

The following positions were prioritized last year and again this year, and are identified for hiring using AB 19 categorical funds based on need.

1. Tutoring Center Supervisor\* (EML1701)
2. Assistant Financial Aid Officer\* (FA1713)

The following positions have been prioritized by the campus. However, due to uncertainty regarding the college's SEA funding for this academic year and ongoing years (approximately \$3.3 MIL annually), these positions will not be considered for filling until the Student Equity Plan is approved by all stakeholder groups.

3. Director of Outreach and Marketing (EXT1901)
4. Administrative Assistant (HEA1901)

### Vacancies in Classified Professional Positions:

Based on current vacancies, the following positions are identified as necessary for refilling:

- Division Office Administrative Assistant (Health, Kinesiology, Athletics)
- Performing Arts Center Technical Director (completed)
- Kiln Operator (Position changing to ILT)
- Division Office Administrative Assistant (English, Math, Communication, and Learning Resources)
- DSPS Position(s)- categorically funded
- Director of Facilities, Maintenance, and Operations (completed)

Please share this information as appropriate. Thank you for your contributions to the prioritization process.

\*Title names may change following HR position review.