



From: Will Surbrook  
To: |  
Cc:  
Subject: Classified Staffing Study Update

Sent: Mon 11/26/2012 12:14 PM

We promised you an update related to the classified staffing study presented to the Board in March of this year. In 2005, the District developed a staffing plan to determine base funding for classified positions throughout the District. Although the plan was not an ideal formula, it did provide a framework for determining position allocations.

California's economic circumstances entered into a severe decline beginning in 2008. The resulting financial crisis caused continuous budget cuts for the California community colleges. Those budget cuts affected our operations, as well as all categories of staffing. The state imposed severe reductions to categorical programs in addition to the already reduced general fund. That additional loss of state funds caused further negative impact on classified staffing.

The Board, the Chancellor, and the District made the decision that every effort would be made to avoid the layoff of permanent staff. The Board's direction was to accomplish the necessary personnel costs and budgetary reductions by continuing the hiring freeze with few exceptions.

In 2011/12, Human Resources reviewed the current classified staffing structure and examined the affect the hiring freeze had on the distribution of classified positions. The study showed that the result of the hiring freeze was a 10.61% reduction in the number of classified positions. The study also showed that no campus or program had more than a 1% change in the number classified positions when compared to the ratio in place prior to the hiring freeze.

The Board was presented with the results of the review on March 29, 2012. It was anticipated that some minor realignment of District classified positions might take place. However, after analyzing the types and levels of positions that were defunded and then examining the job classes and distribution of remaining positions, it is clear that transfers between units and campuses will not be required. Data has been given to each of the Chancellor's Cabinet members to help address if there is any need to reassign or move positions within their respective areas.

Each of the Campus Presidents and Vice Chancellors are being given an electronic copy of the final review for the purpose of sharing with interested staff. I am hopeful that this information will help spotlight individual campus/division needs as decisions are undertaken to shift personnel related to function and workload.

We know that this has been an anxious time for everyone, and that a number of offices and staff have experienced challenges due to classified staff vacancies. We appreciate everyone's understanding, hard work, flexibility, and commitment as we begin the process of addressing key needs and stabilizing staffing.

Best Regards,  
Will Surbrook

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