

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Fire Academy Assistant

Dept/Program: Fire Academy/Fire Technology

Submitted by: Michael Gilmartin, Dean of Instruction, Occupational and Economic Development

PT/FTE: Full Time

New or Replacement: Replacement of the existing temporary position

Salary/Benefit Costs: **Category 4 – Secretary**
Salary - \$29,520.00
Benefits - \$8,006.71
Health & Welfare - \$22,455.00

Total Costs: \$59,981.71

Funding Source: General fund, currently \$8,006. budgeted in hourly temporary budget

Are there Salary Savings?

This position was vacated in 1999. There are no salary savings. We are trying to re establish the clerical support that has been provided in years past.

Description of duties and responsibilities:

This position provides the staff support for the fire academy and fire technology programs at MPC. This includes maintaining all students files for academy students, providing support for all academy instructors (over 50 different at this time), answers telephone and e-mails for the program, maintains testing security agreement and procedures for state exams, posts entries into account books for state certification fees.

Special Considerations: This position is the only support position exclusively for the MPC fire academy/fire technology program which produces a large number of FTES for the college. This program runs on weekdays and weekends. The work schedule for this position would be Monday through Friday, 8 a.m. to 5 p.m. This

schedule is different from the police academy which is Friday through Tuesday, 8am to 5pm. Therefore, it would be impossible for one position to cover both the fire and police academies.

Does the position act as an entry point for the college? Should it be bilingual?

This position does interact with students from all over the state of California. It also interacts with a wide variety of people who represent different fire agencies statewide with whom the college has contacts. I do not believe being bilingual is essential to this position .

What would happen if this position weren't approved?

If this position were not filled, the college would not be able to provide the necessary support for the fire technology/ academy program at its new Colonel Durham location.

The fire technology/fire academy program has expanded. It provides training for two basic (20 week) academies annually. It provides Fire Officer courses, Chief Officer courses, Arson Investigation courses, Fire Prevention courses, Fire Instructor courses.

We administer many contracts with local fire agencies and fire related groups for training.

In the 1980's and 1990's the program was relatively limited in comparison to today's program; but support staff was a full time clerical, half time clerical and student workers. The budget for support staff has been significantly reduced. The program requires full time support staff to maintain its quality and expansion goals.