

GUIDELINES FOR COLLEGE CLASSIFIED STAFFING

1. Other Than Operational Staff

<u>Full-Time Equivalent Students</u>	<u>Ratio of Number of Full-Time Equivalent Employees to Full-Time Equivalent Students</u>
1,000 - 2,999	1 : 85
3,000 - 3,499	1 : 90
3,500 - 3,999	1 : 95
4,000 - 4,499	1 : 100
4,500 - 4,999	1 : 105
5,000 - 5,499	1 : 110
5,500 - 5,999	1 : 115
6,000 - 6,999	1 : 120
7,000 - 7,999	1 : 125
8,000 - 8,999	1 : 130
9,000 - 9,999	1 : 135
10,000 - 10,999	1 : 140
11,000 - 11,999	1 : 145
12,000 - 12,999	1 : 150
13,000 - 13,999	1 : 155
14,000 - 14,999	1 : 160
15,000 - 15,999	1 : 165
16,000 - 16,999	1 : 170
17,000 - 17,999	1 : 175

Plus 1 FTE employee for each 1,000 FTES and an allocation for Child Development staffing as follows: 2 FTE employees at CCC and LMC and 4 FTE employees at DVC.

NOTE: A full-time 9-month position converts to .75 FTE;
 a full-time 10-month position converts to .83 FTE; and
 a full-time 11-month position converts to .92 FTE.

2. Custodial Staffing--Operational Staff

Custodial Manager (Evening)	1 per College
Day Custodian II	1 per College, plus 1 per 250,000 square feet of building floor area
Custodian II (Evening) (Including Lead Custodian)	1 per 21,000 square feet of building floor area
Custodial Supervisor	Based on need

3. Buildings & Grounds Staffing--Operational Staff

Buildings and Grounds Manager	1 per College
Maintenance Mechanic (Including Lead Maintenance Mechanic)	1 per College - Additional based on need
Building Maintenance Worker	1 per College - Additional based on need
Groundswoker/Gardeners (Including Lead Groundswoker/Gardener)	1 per 15 acres of improved campus areas and 1 per 30 acres unimproved ground and parking lots
Equipment Maintenance Worker (Including Senior Equipment Maintenance Worker*)	1 per College - Additional based on need
Operations Supervisor	Based on need

*In lieu of Swimming Pool Maintenance Worker

4. Security Staffing--Operational Staff

Police Services Lieutenant	1 per College
Police Services Officer	Based on need

5. Other Operational Staffing

Campus Facilities Assistant	Based on need
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Supply Truck Driver

Based on need

Inventory and Receiving Clerk

1 per College