San Diego Miramar College
Budget and Resource Development Subcommittee (BRDS)
Classified Hiring Resource Prioritization Process
April 2025

Purpose

On a periodic basis, Miramar college will document and prioritize ongoing Discretionary budget needs. This prioritization process should be integrated with other planning processes and should utilize data from program review. The Budget and Resource Development Subcommittee's responsibility is to periodically review the process, make recommendations to PIER and College Council for modification, and to ensure that the process is conducted on a regular schedule. The results of the prioritization process will be utilized to allocate resources by Executive Cabinet when they become available. Both the periodic prioritization and any allocations will be posted on the BRDS committee webpage.

Process

- Institutional Effectiveness extracts resource requests from the current program review
- Data is sorted on Status of Request to include only ACTIVE resource requests
- Data is sorted on One-time or Ongoing to include only ONGOING resource requests
- Data is sorted on Type of Request to include only STAFFING – CLASSIFIED PROFFESSIONAL FULL TIME
- Duplicates caused by multiple goal alignments are deleted
- FTE, MONTHS, PRIORITY RANK, IMPACT RANK columns are added between Description and Unit Goal Alignment columns
  - See the Impact Rank document for specific rubric
  - The Impact Rank rubric will be evaluated on a periodic basis to ensure the evaluation of current college and staffing environments
- Worksheet is modified to add tabs to combine resource requests by PROGRAM
- There will be a two-week review process to correct errors in resource request
  - Resource request should not include NANCe or Adjunct positions, those should be requested through the Ongoing Discretionary Resource Prioritization process
  - Frozen positions are not considered in this process
  - The EXACT JOB CLASSIFICATION as posted in the District's HR, Classification website must be used
  - The exact job classification must be the only item in the TITLE of the resource request
  - The same number of resource requests for the number of positions you are requesting should be submitted, i.e., if you are requesting 3 Administrative Technicians, submit three resource requests
  - Use the following format to request positions that are new and do not have a Job Classification
    - NEW CLASSIFIED SUPERVISOR – *working title*
    - NEW CLASSIFIED AFT – *working title*
- Worksheets are sent to Dean/Director/Manager for prioritization with Chair/Lead
  - Prioritization is by forced rank. There may not be any duplicate ranks
- Program worksheets are returned to BRDS, combined into one worksheet, sorted by rank, and sent to Executive Cabinet and PIER
- Executive Cabinet will allocate available resources as they become available

- Final prioritization and any allocations will be posted to the BRDS webpage

Timeline
Annually in November and December

Workflow
Unit completion of Program Review
Resource request data extracted by Institutional Effectiveness and provided to BRDS
BRDS sorts data
Prioritization process occurs
Results of prioritization are provided to Executive Cabinet and PIER
Executive Cabinet allocates resources as documented in the CAM
Prioritization and any allocations are noted at PIER and College Council and posted on the BRDS webpage