

College: **Los Angeles Trade-Technical College** Program No.: **08-19-3900**

**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position:  <b># 1</b>		Job Title: <b>EOPS Director</b> Reports to: <b>Dean, Student Services</b> Supervises: <b>EOPS Staff</b>								
Status 3) PM	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchg <input checked="" type="checkbox"/>	1,666	1) 100% 2)		\$96,445	1) 2) 3)	1) 2) 100% 3)	\$20,151	1) 2) 3)	1) 2)100% 3)	1251
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)	45%	Oversight & responsibility for all EOPS activities and services – controls all EOPS expenditures and manages EOPS budget. Evaluates program effectiveness & accuracy of all EOPS reports and documents.								
Other 100 (Cat A) (Act. 120- 150)	10%	Serves as liaison for the college & district at regional and state meetings								
	5%	Chairs EOPS Advisory Committee								
	15%	Determines program eligibility for EOPS								
200 - 800 (Cat B) (Act. 210- 820)										
840	5%	Assists in the coordination of EOPS Orientation Services Evaluates staff and establishes goals								
430	5%	Coordinates Peer Mentoring Programs								
600	5%	Coordinates Health Education Film Series and Awards Luncheon								
700	5%	Directs the eligibility process for EOPS Students Book-Service								
800	5%	Coordinates and chairs monthly EOPS staff meetings, staff development training and staff retreats								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

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**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position:  <b># 2</b>		Job Title: <b>EOPS Counselor</b>								
		Reports to: <b>EOPS Director</b> Supervises: <b>Student Workers</b>								
Status 3) PM	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchng <input checked="" type="checkbox"/>	1,666	1) 100%		\$120,888	1) 100%	1)	\$25,761	1) 100%	1)	1251
		2)			2)	2)		2)	2)	
		3)			3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120-150)										
200	5%	Assists with coordinating and participating in EOPS Orientation and Priority Registration								
200 - 800 (Cat B) (Act. 210-820)										
300	5%	Teaches Personal Development Class								
400	75%	Counsels EOPS students and develops Student Educational Plan, reviews assessments for Career Planning								
500	10%	Coordinates transfer services and activities to four-year institutions								
80	5%	Participates in EOPS staff Meetings								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								



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**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position:  <b># 4</b>		Job Title: <b>EOPS Counselor / CARE Coordinator</b> Reports to: <b>EOPS Director</b> Supervises: <b>Student Workers</b>								
Status 3) PM	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchnng <input checked="" type="checkbox"/>	1,666	1) 50%		\$94,116	1) 100%	1)	\$20,056	1) 100%	1)	1251
		2) 50%			2)	2)		2)	2)	
					3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)	15%	Oversight of the CARE Program, sets operational policies and implements them, determines budget and service requirements, prepares CARE sections of the annual EOPS Program Plan, selects and/or approves CARE staff, interfaces with other college-wide activities, supervises subordinate staff, conducts CARE staff meetings								
Other 100 (Cat A) (Act. 120-150)	5%	Assists with intake and determines eligibility for CARE Develops forms, procedures and reports for eligibility Participates as EOPS/CARE Advisory Committee Member								
200  200 - 800 (Cat B) (Act. 210-820)	10%	Participates in CARE Orientations and Priority Registration								
	10%	Participates in EOPS Orientations and Priority Registration								
400	45%	Counsels EOPS students and develops Student Educational Plans								
	10%	Conducts workshops on child care, parenting and develops literacy skills to parent participants and their children Interagency coordinator with CalWorks, Child Development Center and other community agencies for CARE students								
600	5%	Participates in meetings and other staff developments for EOPS								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

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**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position:  <b># 5</b>		Job Title: <b>EOPS Counselor</b>								
		Reports to: <b>EOPS Director</b> Supervises: <b>Student Workers</b>								
Status 3) PM	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchng <input checked="" type="checkbox"/>	1,666	1) 100%		\$101,940	1) 100%	1)	\$21,723	1) 100%	1)	1251
		2)			2)	2)		2)	2)	
		3)			3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120-150)										
200	5%	Assist with coordinating and participating in EOPS Orientation and Priority Registration								
200 - 800 (Cat B) (Act. 210-820)										
300	5%	Teaches Personal Development Class								
400	75%	Counsels EOPS students and develops Student Educational Plan, reviews assessments for Career Planning								
600	10%	Assists in coordinating Multi-Cultural Program and activities								
800	5%	Participates in EOPS staff meetings								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

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**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position:  <b># 6</b>		Job Title: <b>EOPS Counselor</b>								
		Reports to: <b>EOPS Director</b> Supervises: <b>N/A</b>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchng <input checked="" type="checkbox"/>	1,022	1) 100%		93,360	1) 100%	1)	19,895	1) 100%	1)	1251
		2)			2)	2)		2)	2)	
					3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120- 150)										
200 - 800 (Cat B) (Act. 210- 820)										
840	5%	Assists in EOPS/CARE Orientations and Priority Registration								
460	15%	Coordinates Support Program for low GPA students								
400	70%	Counsels EOPS students and develops student educational plan, reviews assessment for career planning								
800	10%	Participates in EOPS staff meetings Report on Support Program and coordinates special projects								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

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**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position:  <b># 7</b>		Job Title: <b>EOPS Counselor</b>								
		Reports to: <b>EOPS Director</b> Supervises: <b>Student Workers</b>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchng <input checked="" type="checkbox"/>	1,666	1) 100%		\$77,088	1) 100%	1)	16,427	1) 100%	1)	1251
		2)			2)	2)		2)	2)	
					3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120- 150)										
200 - 800 (Cat B) (Act. 210- 820)										
200	45%	Assists with EOPS/CARE Orientations and Priority Registration								
400	35%	Assist EOPS/CARE Students in the development of Student Educational Plan (SEP)								
600	15%	Counsels students on personal and career issues								
	5%	Coordinates special projects with a focus on recruitment and outreach								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

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1) Position:  <b># 8</b>		Job Title: <b>Part-Time Counselors (2)</b>								
		Reports to: <b>EOPS Director</b> Supervises: <b>Student Worker</b>								
Status 3) TM	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchng <input checked="" type="checkbox"/>	1,730	1) 50%		\$38,925	1) 75%	1)	\$3,670	1) 75%	1)	1251
		2) 50%			2) 25%	2)		2) 25%	2)	
					3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120- 150)										
200 - 800 (Cat B) (Act. 210- 820)										
200	10%	Assists in EOPS and CARE Orientations and Priority Registration								
400	50%	Assists EOPS Students in the development of Student Educational Plan (SEP)								
412	30%	Counsels CARE students on personal and career issues								
	10%	Presents CARE Workshops								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

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**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position:  <b># 9</b>		Job Title: <b>Student Services Assistant</b>								
		Reports to: <b>EOPS Director</b> Supervises: <b>Student Worker</b>								
Status 3) TM	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchnng <input checked="" type="checkbox"/>	2080	1)100%		\$45,864	1)100%	1)	\$18,427	1)100%	1)	2131
		2)			2)	2)		2)	2)	
		3)			3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
	10%	Provides clerical support to EOPS Director								
110 (Cat A)	10%	Supervises student staff and assign works tasks to assist EOPS Counselors								
	10%	Provides clerical support to EOPS Counselors								
Other 100 (Cat A) (Act. 120- 150)	30%	Review EOPS/CARE applications and verifications forms								
120  200 - 800 (Cat B) (Act. 210- 820)										
200	15%	Oversees and coordinates EOPS recruitment and assigns staff for recruitment								
300	15%	Advises students on EOPS regulations and responsibilities								
	10%	Coordinates EOPS orientations and workshops								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								



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1) Position:  <b># 11</b>		Job Title: <b>Data Management Support Assistant</b> Reports to: <b>EOPS Director</b> Supervises: <b>Student Worker</b>								
Status 3) TM	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchnng <input checked="" type="checkbox"/>	2080	1) 50% 2) 50%		\$41,208	1) 75% 2) 25% 3)	1) 2) 3)	\$16,557	1) 75% 2) 25% 3)	1) 2) 3)	2131
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120-150)	100%	Resolves basic technical problems as they arise Maintains data files and tracking system for EOPS/CARE students for all program activities, reports and MIS Designs procedures and practices of data management for specific program rules Assists District and College information technology staff								
200 - 800 (Cat B) (Act. 210-820)										
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								



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**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position:  <b># 13</b>		Job Title: <b>Career Guidance Counselor Assistants (4)</b> Reports to: <b>EOPS Counselors</b> Supervises: <b>N/A</b>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchnng <input checked="" type="checkbox"/>	1,040	1) 100%		\$65,585	1) 100%	1)	\$2,787	1)100%	1)	2392
		2)			2)	2)		2)	2)	
					3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120- 150)										
200 - 800 (Cat B) (Act. 210- 820)										
400	60%	Assists counselors with "Progress Report Process" which is one of the three contacts for students each semester Provides one-on-one assistance to students in all EOPS and Financial Aid areas Assists students with low GPA's to develop strategies for improvements Refers students on probation to Peer Mentors								
500	15%	Helps students complete college application and financial aid forms								
700	20%	Assists with distribution of book service and grants tracking eligibility								
800	5%	Participates in staff development activities and monthly staff meetings								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

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**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position: <b># 14</b>		Job Title: <b>Career Guidance Counselor Assistance (3)</b> Reports to: <b>EOPS Director</b> Supervises: <b>N/A</b>								
Status 3) TM	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchng <input checked="" type="checkbox"/>	1040	1) 2) 100%		\$36,177	1) 50% 2) 50% 3)	1) 2) 3)	\$1,538	1) 50% 2) 50% 3)	1) 2) 3)	2392
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120-150)										
200-800 200 - 800 (Cat B) (Act. 210-820)	20%	Assists counselors with CARE students in facilitation of special workshops and in disbursement of meal tickets, bus tokens and awards								
400	40%	Assists counselors with "Progress Report Process" which is one of the three contacts for students each semester Provides one-on-one assistance to students in all EOPS and Financial Aid areas Assists students with low GPA's to develop strategies for improvements Refers students on probation to Peer Mentors								
500	15%	Helps students complete college application and financial aid forms								
700	20%	Assists with tracking eligibility and distribution of book services								
800	5%	Participates in staff development activities and monthly staff meetings								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

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*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position: <b># 15</b>		Job Title: <b>Student Assistants (16)</b>								
		Reports to: <b>EOPS Director</b> Supervises: <b>N/A</b>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchnng <input checked="" type="checkbox"/>	1,040	1) 100%		\$96,000	1) 100%	1)	\$4,080	1)100%	1)	2392
		2)			2)	2)		2)	2)	
					3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120- 150)	10%	Assist with intake for EOPS students								
200 - 800 (Cat B) (Act. 210- 820)										
200	10%	Assists with EOPS Orientations								
400	80%	Assists with preparation of student folders for Counseling								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

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1) Position: <b># 16</b>		Job Title: <b>Program Assistants (6)</b>								
		Reports to: <b>EOPS Director</b>				Supervises: <b>Student Worker</b>				
Status 3) TM	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchnng <input checked="" type="checkbox"/>	800	1) 100%		\$35,105	1) 100%	1)	\$1,492	1) 100%	1)	2392
		2)			2)	2)		2)	2)	
		3)			3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)	10%	Provides direct support to counselors and classified staff Mails out flyers and communications to EOPS/CARE students								
Other 100 (Cat A) (Act. 120-150)										
200 200 - 800 (Cat B) (Act. 210-820)	10%	Assists Counselors with providing information to EOPS/CARE students								
	20%	Creates files and up-dates EOPS/CARE folders with information for counseling appointments								
400	20%	Assists EOPS/CARE students to obtain appropriate transfer institution information								
340	35%	Assists in distribution of book grants and book service Assists in conducting EOPS/Financial Aid Workshop								
800	5%	Participates in staff development activities								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS      7b 1) VATEA      9a 1) EOPS      9b 1) VATEA 5a 1) EOPS      7a 2) CARE      7b 2) District      9a 2) CARE      9b 2) District								





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1) Position: <b># 19</b>		Job Title: <b>Assistant Computer Network Support Specialist</b> Reports to: <b>EOPS Director</b> Supervises: <b>N/A</b>								
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchnng <input checked="" type="checkbox"/>	2,080	1) 15% 2)	85%	\$109,000	1) 2) 3)	1) 2) 100% 3)	\$43,794	1) 2) 3)	1) 2)100% 3)	2131
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)										
Other 100 (Cat A) (Act. 120- 150)	50%	Assists with coding and identification of EOPS/CARE students Maintains programs for Financial Aid, MIS reports and the other data processing								
200 - 800 (Cat B) (Act. 210- 820)  640	50%	Develops and maintains special Oracle tracking system for data tracking for EOPS								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict								

College: **Los Angeles Trade-Technical College** Program No.: **08-19-3900**

**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position: <b># 20</b>		Job Title: <b>Tutoring Coordinator</b>								Reports to: <b>EOPS Director</b> Supervises: <b>N/A</b>	
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)	
		5a	5b		7a	7b		9a	9b		
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchg <input checked="" type="checkbox"/>	2080	1) 40% 2)	60%	38,899	1) 2) 3)	1) 2)100% 3)	\$15,628	1) 2) 3)	1) 2)100% 3)	2131	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment									
110 (Cat A)											
Other 100 (Cat A) (Act. 120-150)	20%	Coordinates tutoring services-schedule tutors and students									
200 - 800 (Cat B) (Act. 210-820)  330	80%	Assists with providing tutoring services to over 700 EOPS students needing supplemental support Assesses and accommodates needs for remediation for EOPS students									
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS 7b 1) VATEA 9a 1) EOPS 9b 1) VATEA 5a 1) EOPS 7a 2) CARE 7b 2) District 9a 2) CARE 9b 2) District 5a 2) CARE 7a 3) EOPS workstudy 7b 3) College Work Study/ 9a 3) EOPS Work Study 9b 2) College Work Study/ 5b Non EOPS/CARE Other Nondistrict other Nondistrict									

College: **Los Angeles Trade-Technical College** Program No.: **08-19-3900**

**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position:  <b># 21</b>		Job Title: <b>Office Assistant</b>								
		Reports to: <b>EOPS Director</b>						Supervises: <b>N/A</b>		
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchng <input checked="" type="checkbox"/>	2080	1) 100%		\$35,360	1) 100%	1)	\$14,207	1) 100%	1)	2131
		2)			2)	2)		2)	2)	
					3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)	30%	Assists with data entry and related office duties Maintains student files								
Other 100 (Cat A) (Act. 120- 150)	20%	Assists with tracking eligibility for EOPS/CARE students								
200 - 800 (Cat B) (Act. 210- 820)										
211	40%	Assists with distribution of mailing and flyers for EOPS contacts and for recruitment activities								
340	10%	Assists with the distribution of books and materials for EOPS/CARE students								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS                      7b 1) VATEA                      9a 1) EOPS                      9b 1) VATEA 5a 1) EOPS    7a 2) CARE                      7b 2) District                      9a 2) CARE                      9b 2) District 5a 2) CARE    7a 3) EOPS workstudy    7b 3) College Work Study/    9a 3) EOPS Work Study    9b 2) College Work Study/								

	5b Non EOPS/CARE	Other Nondistrict	other Nondistrict
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College: **Los Angeles Trade-Technical College** Program No.: **08-19-3900**

**2.2 Summary of Personnel Costs, Activity Assignments, and Description of Duties**  
*(Required of all positions with time assigned to EOPS and/or CARE)*

1) Position: <b># 22</b>		Job Title: <b>Senior Office Assistant</b>								Object Code 10)
		Reports to: <b>EOPS Director</b>								Supervises: <b>N/A</b>
Status 3)	Total Hours 4)	% Hours		Total Salary w/o Benefits 6)	% Paid		Total Benefits 8)	% Paid		Object Code 10)
		5a	5b		7a	7b		9a	9b	
New <input type="checkbox"/> Mod <input type="checkbox"/> Unchnng <input checked="" type="checkbox"/>	2080	1) 100%		\$47,611	1)	1)	\$19,129	1)	1)	2131
		2)			2)	2) 100%		2)	2)100%	
					3)	3)		3)	3)	
Activity Assignment #	Estimated % of Time by Activity	Description of Duties by Activity Assignment								
110 (Cat A)	30%	Over sees clerical functions and has responsibility for procedures for daily operations of office								
Other 100 (Cat A) (Act. 120-150)	15%	Assists with staff management								
	10%	Orients and trains new employers in office procedures								
	5%	Reviews BOGG eligibility status for new students								
200 - 800 (Cat B) (Act. 210-820)	15%	Assists with organizing of outreach and recruitment activities								
211	10%	Collaborates with other campus departments in recruitment reports								
340	15%	Participates in student orientations for review of student services resources available on campus								
<b>Total</b>	<b>100%</b>	<b>CODES:</b> 7a 1) EOPS      7b 1) VATEA      9a 1) EOPS      9b 1) VATEA 5a 1) EOPS      7a 2) CARE      7b 2) District      9a 2) CARE      9b 2) District								

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		5a 2) CARE 5b Non EOPS/CARE	7a 3) EOPS workstudy 7b 3) College Work Study/ Other Nondistrict	9a 3) EOPS Work Study	9b 2) College Work Study/ other Nondistrict
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