

## SRJC Essential Workers

### Departments/Employees Need Access to District Sites Regularly

- Custodial Services, including Custodians, Coordinator, Maintenance Operations, and Supervisor, Custodial Services
- Distance Education - Director of Distance Education
- District Police, including Chief of Police, Sergeant, Police Officers, Dispatchers, Community Service Officers, Police Cadets and Police Systems Administrator
- Facilities Operations, including Manager of Buildings and Equipment Maintenance, Plumbers, Building Maintenance Generalists, Electricians, Hazardous Material Specialist, Coordinator, Building and Equipment Maintenance, Groundskeeper IIs, Coordinator of Grounds Operations, Locksmiths, Carpenters, Automotive/Equipment Mechanic, and HVAC and Controls Technicians
- Farm employees, including Manager of Shone Farm, Manager of Facilities and Products, Coordinator of Farm Operations, Farm Assistant, Farm Equipment Operator, Coordinator of Sales and Marketing, Administrative Assistant, and Compost Technician Professional Expert
- Financial Aid Staff needing regular access to hard files or no access to internet at home, including Director of Student Financial Services, Manager of Student Financial Services, and Financial Aid Program Specialist
- Information Technology, including Senior Director of IT, Manager of Instructional Computing, Manager of Information Technology Infrastructure, Help Desk Technicians, and Instructional Systems Coordinators
- STEM (Biology, Anatomy, Physics) and Ag/NR, including Science Lab Coordinators and Science Lab IAs, to feed animals, keep experiments going, provide occasional instructional support, and keep specimens alive
- Warehouse and Mailrooms, including Clerical Assistant, Administrative Assistant II & III, Coordinator of Warehouse Operations, and Storekeeper I and II

### Departments/Employees Working Remotely but Need Access to District Sites as Critically Necessary

- Accounting as needed for check processing and interaction with county, including Accounting Manager, Manager of Petaluma Business Services, Account Specialists, Accountants, and Administrative Assistant II
- Admissions and Records staff for processing of transcripts, including A&R Evaluations Specialist I and IIs
- Art Department, including Ceramics, Photography, and Sculpture lab techs, for occasional instructional support
- Capital Projects, including Senior Director, Capital Projects, Project Managers, and Manager of Sustainability & Energy Programs
- Child Development, including Director, ECE to process mail and Child Care Teacher to feed classroom pets
- Copy Center, Santa Rosa if copy jobs are needed - Copy Center Specialist
- Culinary Arts - Culinary Operations Specialists, clean out perishables and provide occasional instructional support
- Financial Aid Staff needing regular access to hard files - Financial Aid Technician IIs
- Human Resources as needed for access to files and programs, mail processing and other critical tasks, including Administrative Assistant I/II, Human Resources Technicians, Manager, Environmental Health & Safety, Executive Assistant, HR Specialists, Manager/Employment Equity and Manager/Training & Compliance
- Industrial & Trade Technologies, including SLIA and Auto Shop Assistant to support remote instruction and maintain lab safety
- Information Technology, including Network Technicians and Systems Administrators for specific short terms tasks
- Library - Library Technicians to support remote instruction and services.
- Media Services, including Media Systems Tech I and IIs, Media Production Techs, Supervisor, Technical Services, and Media Support Specialist, as needed for critical remote operations, systems maintenance and priority infrastructure projects

- Payroll as needed for check processing and interaction with county, including Payroll Manager, Payroll Analyst, Payroll Specialist, and Payroll Technicians
- Public Relations as critical needs arise, including the Director of District & Community Relations and Coordinator, Communications & Marketing
- Purchasing as needed for manual processing or purchase orders and contracts, including Purchasing Coordinator, Buyer, Senior Buyer, and Administrative Assistant I
- President, Vice Presidents, and their executive assistants
- SRJC Foundation, including the Executive Director
- STEM (Chemistry) - Science Lab IA, to manage chemicals
- Student Life, including the Manager of Student Life & Engagement Programs Services to coordinate and allow students to come on campus to pick up course materials
- Theatre Arts, including Box Office Manager and Costume Shop Manager if SRT happens, and Theatre Production Tech for organization of scene shop
- Various academic departments administrative assistants (AAI, AAI, AAI and EA), including Emeritus Service Center, Health Sciences, HEP, LAAF, English, College Skills, ESL, PSTC, World Languages, STEM, CTE/Workforce Development, Arts & Humanities, and Culinary Arts, for mail processing