

Name of Worker _____ Social Security # _____

Department Where Assigned _____ *Describe Assignment Below*

Service Category (check one of the following as it applies to this assignment)

Note: No Alternative Service worker can be assigned to perform a fixed set of duties otherwise assigned to or within the scope of the classified or academic service. All Alternative Service workers serve at the pleasure of the department head.

Professional Expert Must NOT be a student of Butte College and provide a specific service for a specific project on a temporary basis and possess the expertise required by the assignment not possessed by available classified or academic employees.

Supervision Received (Check on of the following as applicable)

Note: Professional Experts by definition receive limited to no supervision in the performance of specialized duties for a specific project. Please check the last box if the alternative assignment is for a Professional Expert.

- Incumbent will receive close supervision, be under constant direction of another more qualified or experienced staff member and/or supervisor.
- Incumbent will receive general supervision, be under the broad day-to-day direction of a supervisor or lead worker who typically would provide general instructions, serve as a resource for questions and otherwise monitor the incumbents progress on a daily basis.
- Incumbent will receive limited supervision, typically given only broad direction, called upon to locate own resources and establish own priorities within established guidelines and timelines. Incumbents would only receive direction at specific points of completion or only upon request.

Required Level of Knowledge, Skills, and Abilities (Check on of the following as applicable)

Note: Professional Experts by definition possess specialized knowledge, skills or experience in the functions of the assignment. Please check the last box if the alternative assignment is for a Professional Expert.

- Performs tasks of a routine nature requiring limited knowledge, skill, or prior experience other than that which will be learned on the job.
- Performs tasks of a less routine nature requiring some prior knowledge, skill, or experience in a particular function of the assignment. Other functions will be learned on the job.
- Performs tasks of a moderate to complex nature requiring prior knowledge, skill or experience in several of the functions of the assignment. May also require a demonstrated expertise in the area or subject matter to which assigned (i.e. tutor).

Limitations and Other Provisions

Please be aware that –

Professional Experts: Cannot work beyond the life of the project to which assigned or 195 days in a fiscal year, whichever comes first; cannot be concurrently enrolled as a student of Butte College; or cannot be assigned defined duties otherwise assigned to or within the scope of the classified or academic service.

Professional Expert

Provide a Description of the Specific Temporary Project/Assignment, answer the following questions, and have the proposed Professional Expert sign this form. (If more information needed, please add additional sheets.)

1. Does this project have a definite termination date?
 Yes (Define) _____ Start Date: _____ End Date: _____
 No (This assignment does not fit the definition of a professional expert.)
2. Does the project require a specific expertise not possessed by available classified or academic staff?
 Yes (Describe expertise needed below)
 No (This assignment does not fit the definition of a professional expert.)

THE PROFESSIONAL EXPERT MUST SIGN THIS FORM

I understand that this assignment, as described above, is project-driven, temporary in nature, and as stipulated in Education Code §88003 this assignment shall not be a part of the classified service. I accept the project assignment with this understanding.

Professional Expert Signature _____ Date _____

FOR HR USE ONLY - MUST BE ACCOMPANIED BY P-1 FORM

Grade/Step _____ Hourly Pay Rate \$ _____