

## Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

*Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)*

**1. This position is a**


	<input type="checkbox"/> Replacement (No Changes)	<input checked="" type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:		Academic Affairs	
Position Title:		Administrative Asst. III	
Last Incumbent or "New":		Amy Cavender	
Date of vacancy or Date of Board approval of new position:		Position revision part of Academic Affairs reorg. Board approved 11-19-14	
Salary Range:		18	
Hours per week:		40	
Months per year:		12	
Bilingual Required:		No	

\* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

***On a separate sheet, answer the below questions regarding the position.***

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)
  - I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
  - No, this position should not be bilingual required
8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at: <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>**

**Classification/Position: Administrative Assistant III Date: 12/1/14**

steps	<b>REPLACEMENT POSITION</b>	Initials/ Date	steps	<b>NEW OR CHANGED POSITION*</b>	Initials/ Date
<b>1</b>	Chair/manager discusses vacant position with division/area and other relevant group(s).		<b>1</b>	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
<b>2</b>	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.		<b>2</b>	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	
<b>3</b>	VP discusses request with Vice Presidents and President		<b>3</b>	VP or designee discusses request with Advisory Group.	
<b>4</b>	President makes final decision. VP presents to College Council for information.		<b>4</b>	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
<b>5</b>	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		<b>5</b>	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			<b>6</b>	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			<b>7</b>	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: \_\_\_\_\_

DATE: \_\_\_\_\_

President's Authorization: \_\_\_\_\_

DATE: \_\_\_\_\_

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

\*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

2. Annual Cost of the Proposal (HR will complete).

There is no additional cost as this position is already budgeted for 2014-2015.

3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:

N/A

4. Justification/Rationale, and Consequences of not making the change:

This position was approved by the Board on 11-19-14 as part of the reorganization of Academic Affairs staffing. This position provides the sole administrative support for the Dean of Instruction as well as for the Basic Skills Committee and all of the BSI activities. This committee includes both Academic Affairs and Student Services representation and BSI funding supports activities in both areas. In addition, this position will provide backup staffing support to the Education Center in Marina during staff absences in order to provide continuous services to students and faculty at that campus.

If this position were not filled, there would be no administrative support for the Dean of Instruction and the various activities conducted through that office or for the Basic Skills Committee and its activities and projects.

5. This position supports student learning in numerous ways since it is the sole administrative support for the Dean of Instruction, who in turn supports student learning in numerous ways.

This position supports, among other things, class scheduling and enrollment management, provision of funding for MPC's Basic Skills Initiative projects and the BSI committee's work, planning and hosting of orientations for all new faculty, and scheduling and processing a myriad of processes and paperwork related to hiring, evaluating, and paying faculty.

6. The position has already been approved as part of the reorganization of Academic Affairs which was approved by CSEA and subsequently by the Board of Trustees on 11-19-14.

**Job Description/Title:** Administrative Assistant III  
**Approved, Bargaining Unit President:** 10/17/2014  
**Approved, MPC Associate Dean, Human Resources:** 10/17/2014  
**Board Approved:** 11/19/2014

## **MONTEREY PENINSULA COLLEGE**

### **ADMINISTRATIVE ASSISTANT III**

#### **Job Summary:**

Under general supervision, assist by planning, coordinating and participating in the application of operational procedures. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied administrative support duties of the office; initiate and exercise good judgment in the application and follow through of administrative decisions and policy making; accurately explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Process administrative details not requiring the immediate attention of supervisor.

Perform varied and responsible administrative support duties to assist in the processing and completion of operations in the assigned administrative office.

Act as an information source regarding policies and procedures; provide information where judgment, knowledge and explanations are necessary, especially in the proper handling of files that contain personal information in order to maintain confidentiality.

Provide administrative support to the administrative office in all matters relating to the business of the area which may include the areas of: accreditation; grant development, staff development, various review and certification procedures, specialized programs relating to student operations, special course and program development and documentation, course outlines, contract preparation; may monitor schedule building process; may assist supervisor in development of presentations; as well as providing support in other areas as needed.

Coordinate various meetings, ceremonies, and receptions as assigned; provide support services for visiting training speakers including selection of meeting rooms and accommodations; prepare agenda items; prepare and maintain a master calendar for the administrative unit. Attend meetings and take minutes.

Prepare/process a variety of letters and documents which may include statistical reports, Notice of Employment (NOE) contracts, resolutions, manuals, contracts, grant applications, purchase requisitions and final reports; compose memos and other correspondence.

Maintain master classroom schedule using appropriate installed software; assist in maximizing classroom and facilities use; resolve room conflicts and locations to be arranged (LOTBAs); coordinate scheduling of MPC facility needs, both on and off campus; electronically reserve and maintain schedules for assigned facilities and rooms.

Create/maintain spreadsheets and/or databases for area projects as needed; prepare reports and final documents; oversee the establishment and maintenance of filing systems.

Make/track budget entries for multiple budget accounts to spreadsheet and database systems as necessary and submit budget reports to state agencies.

Serve as a liaison between the department/division, students, the college, and the community at large; greet and assist office visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

Monitor special projects/programs and take independent action as needed; maintain deadlines on control files, and expedite their completion; coordinate assignments and activities.

Assist with the faculty evaluation procedures; process and distribute student evaluations to Department Office Managers; collect surveys, gather and compile data; forward to appropriate Division Chair and Administrator.

Check reports, records, and other material for accuracy, completeness and conformity with established standards.

Learn and utilize current campus software to meet the particular needs of the office.

Arrange interviews, appointments, schedules, and conferences; make travel arrangements and itineraries related to functions of the assigned office; arrange committee and other meetings; coordinate preparation of workshops.

#### Other Functions

Coordinate the department work flow and the work of student employees in the administrative unit office as assigned.

Serve on college committees/councils as assigned.

Provide backup for other administrative positions as assigned. Out-of-class compensation will be applied according to Section 4.11 in the collective bargaining agreement.

Perform other related duties as assigned.

Maintain inventory, requisition supplies for office.

#### **Employment Standards**

##### **Education and Experience**

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of increasingly responsible office experience providing advanced knowledge and skills in current office practices.

##### **Knowledge**

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer programs including word processing and spreadsheet and/or database applications; mathematical computations; office management techniques and procedures; public and human relations skills; and presentation software.

##### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; learn and successfully apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; analyze projects under pressure of time; maintain security and confidentiality of records and information; communicate effectively in both oral and written form use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office equipment as needed; use word processing, spreadsheet, database and presentation software proficiently and accurately; learn and successfully use new software programs as

needed; search internet for information as needed; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

**Physical Effort/Work Environment:**

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.