

## 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 checked="" type="checkbox"/> <b>Replacement (No Changes)</b>	<input type="checkbox"/> <b>Replacement with requested changes *</b>	<input type="checkbox"/> <b>New Position (not a replacement)</b>
Department:	Academic Affairs / Distance Education		
Position Title:	Administrative Assistant III/Faculty Assignments		
Last Incumbent or "New":	Ayza Camacho		
Date of vacancy or Date of Board approval of new position:	11/13/14		
Salary Range:	19		
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/Faculty Assignments**  
**Date: 10/28/14**

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.

**1. Annual Cost of the Proposal (HR will complete).**

The new person will be hired at Range 19 Step A, therefore there will be a savings of \$1,462 (inclusive of rollup costs).

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

N/A

**3. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.**

N/A

**4. Explain how this position supports student learning.**

The Administrative Assistant III in Academic Affairs is the primary administrative support for the Associate Dean of Instructional Technology and for the MPC Online Center. 50% of the position focuses directly on support of MPC's Distance Education operations and is responsible for

- preparing correspondence related to securing appropriate state authorization for MPC to gain approval to deliver distance education to students in other states
- monitoring and tracking enrollment of out of state online students to ensure compliance with state authorization requirements
- assisting with the coordination of the delivery of MPC Online professional development workshops and related activities
- tracking professional development workshop attendance
- tracking enrollment in online classes to support scheduling and related planning for distance education course offerings
- entering faculty into MPC Online course shells (every semester) to ensure access for all online and face to face classes
- maintaining MPC's inventory of online classes and online programs on the California Virtual Campus Website, MPC Online, and MPC.eduto support
- assist with directing MPC Online Helpdesk questions
- tracking MPC Online accounts for faculty/staff
- help with preparing agendas and handouts for ICDE meetings; posting them on the ICDE website
- taking minutes and transcribing notes for ICDE meetings
- corresponding with third-party vendors for quotes and administrative processing of contracts/agreements
- creating and submitting PRs, budget transfers, and other necessary paperwork for purchases, contracts, licenses, etc.

In addition to supporting Distance Education, as of fall 2014, 50% of the position focuses on the Notification of Employment process and is responsible for:

- entering adjunct faculty NOEs into the system including accurate course dates, appropriate budget codes and pay rates
- entering substitution NOEs into the system
- ensuring workload is within appropriate parameters
- ensuring appropriate signatures are obtained on NOE contracts and collecting the contracts
- reviewing timesheets to ensure they align with hours on the NOEs and forwarding to Payroll
- tracking hours from timesheets for HR to help with determining step increases
- reporting cancelled courses to Payroll

**5. Explain what would happen if the position weren't approved.**

If the position is not filled it may have the following impacts on MPC's Distance Education program:

- MPC faculty will not have access to online courses and will be unable to use MPC Online
- MPC Online administration will have difficulty in tracking and managing enrollment trends and growth in online programs
- MPC will not be able to seek new, or maintain existing approvals for state authorization and may become out of compliance with regulations
- MPC will be unable to track out of state students who are enrolled in unauthorized states and will not be able to take appropriate action to avoid conflict from other states
- MPC faculty will be unable to sign up for professional development workshops
- MPC's directory of online courses and programs will become outdated and incomplete; students will be unable to access current information about MPC's online courses and programs

If the position is not filled it may have the following impacts on MPC's NOE process:

- Adjunct faculty and substitute NOEs will not be completed on time
- Adjunct faculty and substitutes will not be paid in a timely manner
- Faculty may get paid for cancelled courses, causing Payroll more work to recuperate funds
- Faculty step increases may be delayed, affecting future NOEs and pay

**Job Description/Title:** Administrative Assistant III/Faculty Assignments  
**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/FACULTY ASSIGNMENTS

#### **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. Prepare notice of employment for faculty assignments; initiate and reconcile timesheets; gather data, analyze and prepare reports. 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.

Generate notices of employment for full time and part time faculty according to the collective bargaining agreement, policies and procedures; initiate and reconcile timesheets. Communicate with divisions and departments to ensure accuracy of assignments and timesheets; track full time equivalent numbers for instructors and monitor faculty load limits to ensure compliance with laws and regulations. Track instructor hours and assignments; gather data, analyze and prepare reports.

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.

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.

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.

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 Division 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.