



MPC

**MONTEREY PENINSULA
COLLEGE**

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"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Academic Affairs		
Position Title:	Scheduling Technician		
Last Incumbent or "New":	Yen Le		
Date of vacancy or Date of Board approval of new position:	1/12/15		
Salary Range:	20		
Hours per week:	40		
Months per year:	12		
Bilingual Required:	no		


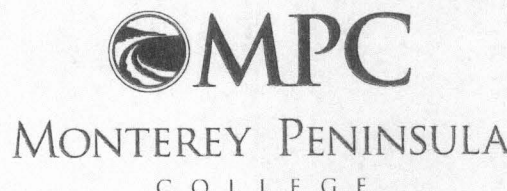
* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

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: Scheduling Technician

Date: 1/15/15

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

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

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

No change requested

4. Explain how this position supports student learning.

This position supports student learning by inputting and producing the college schedule of classes. This position is responsible for coordinating the scheduling development process with the divisions and division office managers. This position is also responsible for the timely production and posting of the class schedule on the college website. In addition, this position maintains the class schedule by processing class alterations, cancelations and additions. In all these situations, this position supports student learning by facilitating the development of the class schedule which students use to register for classes.

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

Without this position, the college would not be able to schedule classes, produce a class schedule, or maintain an existing schedule through class alterations, deletions, or additions. The college would be unable to schedule classes in a timely manner so that the public would be informed of what classes are offered. Students would also be unable to register for classes as they would not be posted online for webreg.

Job Description: Scheduling Technician
Approved, Bargaining Unit President: 10/17/2014
Approved, MPC Associate Dean, Human Resources: 10/17/2014
Board Approved: 11/19/2014

MONTEREY PENINSULA COLLEGE

SCHEDULING TECHNICIAN

JOB SUMMARY

Under general direction perform a variety of tasks related to developing and maintaining the college scheduling database; and developing, producing and maintaining class schedules. Coordinate the development and publication of class schedules; assure accurate input review and editing of the regular, summer and inter-session course listings for the schedules of classes; consolidate and coordinate data required to publish course schedules and process schedule changes. Serve as a technical resource for data entry and training of those involved with the scheduling process. Provide leadership for all staff involved in the schedule development process.

EXAMPLES OF FUNCTIONS

Essential Functions

Provide leadership in the definition of the calendar and timelines for development of the class schedule in collaboration with all involved; create work procedures and establish dates for collection of data from divisions; perform data entry of course information and produce draft class schedules for review; edit materials and write original copy as needed.

Maintain, revise and update databases used in the schedule production process. Operate microcomputer and peripheral equipment and a variety of database management and desktop publishing software programs. Schedule and conduct meetings and training sessions for Division Office Managers and others involved in the scheduling process, to include all aspects of the scheduling database system, the schedule production process, data entry, and calculations; and provide updated information and additional training as needed.

Provide staff support to standing and ad hoc committees as assigned; attend meetings, take notes or record proceedings; prepare and distribute agendas, background materials and minutes as appropriate.

Develop, recommend, and implement techniques and practices to improve functions in the office of academic affairs related to job duties to ensure optimum performance; maintain state-of-the-art practices keeping abreast of current trends and practices in the field. Keep supervisor informed of performance and department activities; develop and present to the supervisor matters requiring the supervisor's decision, and act on the supervisor's directives and recommendations.

Respond to questions of schedule interpretation as they relate to District policies and procedures regarding schedule development.

Oversee schedule production for adherence to deadlines, procedures, accuracy and consistency in data entry. Troubleshoot and resolve problems related to scheduling and data entry. Prepare production schedules and collaborate with those involved in marketing and distribution of class schedules in both electronic and print form; assure that effective communications are maintained within the area of responsibility.

Maintain supporting documents and authorizations as required by district policy and state regulations.

Troubleshoot, identify and resolve problems and issues related to production of the schedule of classes; confer with administrators, information systems personnel, faculty, printers and other staff to develop solutions and recommendations.

Work with Information Technology personnel in testing and debugging of course maintenance, scheduling, and FTE screens in the student information system; update the institutional computer scheduling data base to include proper codes necessary to satisfy state requirements for the generation of FTES data. Serve as liaison between

Information Technology and the office on technical aspects of data bases, schedule preparation, and reporting for State MIS.

Work closely with catalog production and curriculum processes; maintain working knowledge of and assist personnel in those areas as needed.

Maintain scheduling databases in preparation for the data management report submittal to the Chancellor's Office.

Work with facilities coordinators and classroom scheduler in the schedule building process.

Act as the liaison with all Academic Divisions and Student Services areas involved with scheduling of classes, FTES generation, and schedule production.

Enter new and modified course information from the curriculum database as needed. Update hardcopy and electronic files to assure that timely and accurate information is available for schedule production.

Update and distribute all forms and electronic media related to scheduling; maintain forms on the college Intranet.

Maintain working knowledge of and serve as back-up to staff in the catalog production and curriculum processes. Perform administrative support as assigned.

Other Duties

Participate on committees as required.

Provide backup for the Academic Curriculum Scheduling and Catalog Technician.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, administration, personnel relations, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

Knowledge

Knowledge of: methods of collecting and organizing data and information; community college functions, policies, rules and regulations; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; word processing, spreadsheet and desktop publishing programs.

Abilities

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; learn and efficiently and accurately use new software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English grammar, spelling and punctuation; perform arithmetical calculations with speed and accuracy; lead effective meetings and training sessions, 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.