



## 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 type="checkbox"/> Replacement with requested changes *	X <input checked="" type="checkbox"/> New Position (not a replacement)
Department:	Child Development Center		
Position Title:			Unit Office Manager
Last Incumbent or "New":			NEW
Date of vacancy or Date of Board approval of new position:			July 1, 2015
Salary Range:			22,980.00
Hours per week:			29 hours
Months per year:			10 Mos.
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.***

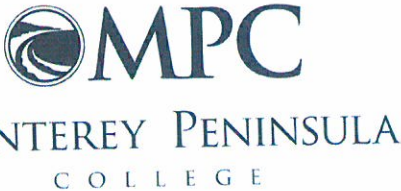
2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how 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: Unit Office Manager  
 CDC      Date: 10/01/14

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).	CN 9/10/14
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.	CN 10/5/14
3	VP discusses request with Vice Presidents and President		3	VP or designee discusses request with Advisory Group.	10/5/14 (LW)
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	10/5/14 (LW)
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.*	10/28/14 (LW)
			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.

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

Annual Cost of the Proposal (HR will complete).

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

State Grant, Parent Fees, and District (see attached budget)

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

New Position

Explain how this position supports student learning.

Supports ECED students with documentation, attendance sheets, communication between Lab Mentors and students. Provides clerical support and inventory. Daily help for all ECED observers and other disciplines utilizing the lab school. Coordinates functions and reports to Director any concerns. Adheres to Community care licensing and Title 5, State preschool mandates and reporting.

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

Center organization and effectiveness would be greatly impacted.



<b>Childrens Ctr.- New Positions</b>					29.471%			10/7/14
JOB TITLE	Hours	Months	NOTES	Rate/Mo.	Annual Salary	Rollup Benefits	H & W	TOTAL
<i>At Rates for 2014-15:</i>								
Lab Mentor, Rng. 23-A	40	9.5		\$ 3,588.00	\$34,086	\$10,045	\$22,927	\$67,058
Lab Mentor, Rng. 23-A	40	9.5		\$ 3,588.00	\$34,086	\$10,045	\$22,927	\$67,058
<b>TOTAL FT</b>					<b>68,172.00</b>	<b>20,090.00</b>	<b>45,854.00</b>	<b>134,116.00</b>
Unit Office Manager., Rng. 18-A (\$18.30/hr.)	29	10		\$ 2,298.00	\$22,980	\$6,772		\$29,752
<b>TOTAL PT</b>					<b>22,980.00</b>	<b>6,772.00</b>	<b>-</b>	<b>29,752.00</b>
<b>GRAND TOTALS</b>							<b>45,854.00</b>	<b>163,868.00</b>