



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:	Admission & Records		
Position Title:	Records Evaluator		
Last Incumbent or "New":	Stephanie Machado		
Date of vacancy or Date of Board approval of new position:	Vacancy June 12, 2015		
Salary Range:	Range 15		
Hours per week:	40		
Months per year:	12		
Bilingual Required:	No; preferred		

* 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: Records Evaluator Date: 5/5/15

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).	ND 5/7/15	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.	ND 5/5/15	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	5/14/15 LW	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	WT 5/14/15	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.

Supplemental Questions

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: N/A
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change. N/A
5. Explain how this position supports student learning.
This position supports student learning in various ways. It is responsible for the evaluation of incoming transcripts, allowing students to begin or return to their path here at MPC, in conjunction with both Counseling and Financial Aid. It is responsible for student records in regards to transcript coding, an important process for student success. This position also handles all records within Laserfiche, both student and instructor, including scanning, review and maintenance for accuracy and retrieval. It handles customer service and answers questions as a general A&R staff person in person, by email and by phone to assist students in reaching their goals.
6. Explain what would happen if the position weren't approved.
Reassignment and/or evaluation and modification of the following processes:

100%	Analysis of transcripts from other institutions and posting of information to SIS
100%	Supervision of scanning of records (both student and instructor records) into Laserfiche, including transcripts to be viewed by other departments
100%	Academic renewal processing
100%	Coordination of student records as liaison with Counseling and Financial Aid departments
50%	Repetition of courses coding on MPC transcripts
50%	Refund application processing
30%	Electronic transcript request receipt and processing
20%	CA residency determination
20%	Front Counter Service
20%	Phone Customer Service
20%	Email Customer Service (for admissions@mpc.edu)
5%	MPC Applications (hard copy)
100%	Back up for Unit Office Manager Tasks (for vacation and overflow during peak times); access not permitted by general staff
	Processing of incomplete grade contracts
	Processing of change of grade forms
	Downloading of applications from CCCApply

