

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)

- This position is an increase in the # hours/week to a current employee's (Vicki Rhea) permanent part-time position.**


	<input type="checkbox"/> Replacement (No Changes)	<input checked="" type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Access Resource Center	Access Resource Center	
Position Title:	Administrative Assistant	Administrative Assistant	
Last Incumbent or "New":	Vicki Rhea	Vicki Rhea	
Date of vacancy or Date of Board approval of new position:	N/A		
Salary Range:	7F+1	7F+1	
Hours per week:	12	18	
Months per year:	11 months	11 months	
Bilingual Required:	NO	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.

- 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:
- If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
- Explain how this position supports student learning.
- Explain what would happen if the position weren't approved.
- 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
- 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: 14A/Instructional Specialist Date: 10/27/14

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).	T.O-W 12/8/14 3/1/15
2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	T.O-W 12/8/14 5/1/15
3	VP discusses request with Vice Presidents and President		3	VP or designee discusses request with Advisory Group.	LW 5/7/15
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	NT 5/14/15
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.

2. **Annual Cost of the Proposal (HR will complete).**
\$16,300; per calculations from Connie Andrews. This is an increase of \$5,421 for this position to go from 12 hrs. per week PT Permanent 11 months to 18 hrs. per week PT Permanent 11 months per year. This is *categorically funded*.
3. **Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years: *Categorical funds*.**
If requesting changes to the position, provide the justification/rationale, and consequences of not making the change. The reason for this increase in hours is coverage for the ARC front office during lunch periods for for the full-time Admin Assistant all 5 days/week. In addition, this provides some flexibility in scheduling and some coverage for days when the full-time employee is on vacation or leave; it also provides additional office support during peak demand times of the year.
4. **Explain how this position supports student learning.**
The ARC office is the first point of contact for incoming students with disabilities. The front desk processes paperwork, answers questions, manages files, and makes/confirms appts allowing students to have prompt access to counselors and services.
5. **Explain what would happen if the position weren't approved.**
If this position is not increased to 18 hours, the ARC office has to close 3 days per week during the lunch hour. This is very stressful on the other staff who, when meeting the needs of students, often cannot take a lunch hour at an exact time. Also, the amount of time the full-time Admin Asst. would have to do other kinds of focused work would be reduced providing less support to the Program, Coordinator and Counselors.
6. **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
7. **Attach the Job Description to this request. All Classified Job Descriptions can be found**

Job Description/Title: Clerical Assistant II → ADMINISTRATIVE ASSISTANT I
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

ADMINISTRATIVE ASSISTANT I

JOB SUMMARY

Under direct supervision, perform a variety of responsible office support activities related to an operational department and/or program. Receive supervision from the head of department or program within a broad framework of standard policies and procedures. Perform various office support activities; exercise good judgment and tact; provide information on procedures, standards, and requirements where applicable; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform a wide variety of office support and operational activities to assist in the day-to-day operation of the assigned department or program.

Maintain a working knowledge of the assigned department staff, and programs and operations; act as a source of information regarding courses/programs, policies, and procedures to students, faculty, staff and the community.

Compile and assemble various types of data relating to the business of the department; enter data to various spreadsheet/database programs as required; create reports.

Analyze situations carefully and adopt an effective course of action which may include: assisting students in understanding and applying information contained within the college course catalog, meeting with counselors/students to facilitate student service needs, resolving various problems within scope of authority.

Prepare letters and documents; check and review forms and materials for completeness, accuracy, and conformance with established regulations and procedures.

Maintain a calendar of events, due dates, and schedules as they relate to the department/program.

Make entries to database as necessary; maintain inventory of supplies and requisition supplies.

Maintain files on students and/or matters in progress; audit for accuracy.

Recommend changes to existing clerical procedures and develop new procedures, if appropriate.

Other Duties:

Perform other duties related to the business of the department as assigned by department/program head.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, training, and experience, which would indicate possession of the required knowledge and abilities listed herein. For example, one year of college level coursework , and one year of increasingly responsible experience in an office environment.

Knowledge

Knowledge of: general office methods and practices including filing systems; receptionist and telephone techniques; letter and report writing; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; mathematical computations; public and human relations techniques.

Abilities:

Ability to: understand and independently carry out both oral and written instructions; prioritize tasks and do several tasks simultaneously learn and successfully apply office policies and procedures, rules, and regulations; use good judgment; communicate effectively in both oral and written form; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; efficiently and accurately use a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; 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.