

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 Replacement - No Changes.

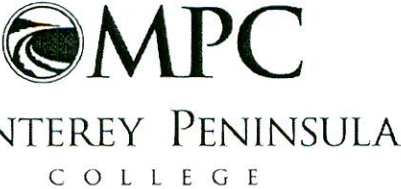
	<input checked="" type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Parking Cost Center		
Position Title:	CAMPUS SECURITY OFFICER		
Last Incumbent or "New":	David Jodoin		
Date of vacancy or Date of Board approval of new position:	June 1, 2015		
Salary Range:	7		
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/about-mpc/campus-resources/human-resources/employment/job-descriptions>**

Classification/Position: Security Officer Date: 6/16/15

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).	6/13/15 ASP	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.	WJT 6/22/15	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.

Job Description/Title: Security Guard, Campus → CAMPUS SECURITY OFFICER
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

CAMPUS SECURITY OFFICER

JOB SUMMARY

Under direct supervision, assist in the control and direction of traffic; maintain safe conditions on campus; patrol and guard campus property, buildings and grounds; and perform other related work as required.

EXAMPLES OF FUNCTIONS

Essential Functions

Maintain radio communication with law enforcement agencies as directed.

Provide a uniformed presence for the safety of students, employees and visitors.

Raise and lower flag daily.

Expedite traffic and traffic flow on campus.

Issue citations for parking violations.

Patrol and provide security for campus buildings and grounds and guard against crime, including theft and vandalism.

Investigate complaints and incidents according to established procedures.

Provide security escort services as requested.

Perform crowd control duties as necessary.

Check doors and windows for security; lock doors and turn out lights.

Watch for and report fire hazards and unsafe conditions to the proper authorities.

Immediately report fires and accidents to the proper authorities.

May train and supervise students in security surveillance.

Assist police and other emergency responders as necessary.

Report unusual or suspicious occurrences.

Prepare incident reports, log calls received and complete other record keeping as required.

Respond to dispatcher and other requests for service.

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 and abilities listed herein. For example, completion of high school or equivalent and one year of recent experience in a security related position.

Knowledge

Knowledge of: Security methods and techniques; legal rights of citizens in general and students in particular; methods of report writing; techniques of training and supervision of student employees.

Abilities

Ability to: learn traffic control methods; law enforcement methods; learn and utilize crowd control methods; prepare simple reports and keep records; analyze situations accurately and adopt effective courses of action; recognize scope of authority; establish and maintain effective work relationships with those contacted in the performance of required duties; work effectively under stressful situations; 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

Moderate to heavy physical effort; occasional standing or walking; periodic handling of moderate weight parcels up to 50 pounds; frequent full body exertion. Indoor or outdoor work environment; exposure to environmental extremes.

LICENSES AND CERTIFICATES

Possess or be eligible to obtain a PC 832A Permit. Hold or obtain a valid First Aid and adult CPR with AED training Certificate within six months of employment and maintain certification currency; a valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations. Must be insurable by the college's insurance carrier while employed in this classification.

MPC

Campus Security

980 Fremont Street, Monterey, CA 93940

June 16, 2015

Re: Request to Fill Classified Position; Replacement no changes

Explain how this position supports student learning?

The position of security officer is a first responder on campus. First responders provide emergency assistance for medical, crime in progress and supplement police, fire and paramedic response. A safe, secure campus and perception of a safe, secure campus complements a primary foundation for success i.e. student learning. I feel safe, I feel secure, and I feel comfortable being on campus, is a goal for our security department.

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

Current staffing supports seven days a week 5:30 am to 2:30 am Monday through Thursday, midnight on Friday and 6 pm on Saturday and Sunday. Patrol schedules include the Monterey, Marina and Seaside campuses. A reduction in staffing would require reducing patrol resources, reducing hours of operation and scope of coverage.

Arthur St. Laurent
Director of Security
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