



**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:	Fiscal Services		
Position Title:	Budget & Operations Analyst		
Last Incumbent or "New":	Connie Andrews		
Date of vacancy or Date of Board approval of new position:	8-31-15		
Salary Range:	30		
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.***

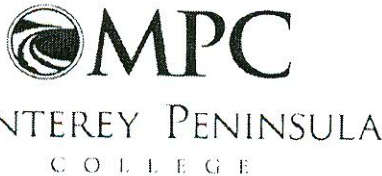
2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how 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: Budget & Operations Analyst Date: 7/28/15**

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).	RB w Dr. Tribley 5/24/15	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.	RB with Dr. Tribley 7/14/15	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	WT 7/30/15	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	WT 7/30/15	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 .	WT 7/30/15	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).

**Job Description: BUDGET AND OPERATIONS ANALYST**  
**Approved, MPC Associate Dean, Human Resources: 11/16/2009**  
**Board Approved: 11/24/2009**

**MONTEREY PENINSULA COLLEGE**  
**BUDGET AND OPERATIONS ANALYST**  
CONFIDENTIAL

**JOB SUMMARY**

Under general direction, within standard policies and procedures, plan, organize and maintain budget functions to insure budget and related fiscal reporting integrity for the college. Provide general training, technical direction and computer statistical analysis resources concerning budget forecasts, construction, revision and maintenance. May be required to work overtime.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

1. Assist in the identification, analysis and correction of institutional budget variances.
2. Assist in performing "what if" analyses of the college budget to aid in fiscal contingency planning.
3. Prepare documents and forms for annual budget construction process; track documents through authorization process; verify budget requests with Budget Managers; calculate, balance, enter and revise data in Budget Database.
4. Prepare reports and analyses of fiscal-related information for use in decision making by Budget Managers, Deans, Executives and other decision-makers.
5. Track trends in specific revenues or expenses and project annual totals or long-term trends.
6. In support of Controller, maintain and update computerized database of current financial activity (FMS software.)
7. Maintain direct communication with Payroll and Human Resources Departments to correct any errors in budget assignment of categorical and other college personnel.
8. Maintain direct communication with college budget managers, administrators and Human Resources during the annual budget construction process to provide current information on employee payroll budget assignment and other expense.
9. Advise budget managers when budget revisions are needed, including re-alignments of categorical program budgets. Prepare, track and record budget revisions, and enter into computerized accounting system. Prepare Board reports on revisions and changes in budget.
10. Operate personal computer with various software applications designed to perform spreadsheet, charting, database and word processing functions.
11. Compile and prepare data and reports pertinent to the collective bargaining process.

### **Other Functions**

12. Perform special budget or accounting analysis functions as required.
13. Serve on college committees as needed.
14. 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, four years of college level work with a Bachelor's degree in accounting, finance, economics, business management or a related field; or two years of increasingly responsible experience in general ledger, budget control and development, financial reporting and computer applications in a K-12 or Community College setting and proficiency in Excel or other spreadsheet programs.

#### **Knowledge**

Knowledge of: and skills in, the principles of double entry accounting and state accounting and reporting requirements; governmental budgeting and accounting; computer principles and application to business and accounting functions.

#### **Abilities**

Ability to: analyze and interpret state laws and accounting regulations; determine correct financial reporting procedures; analyze, use and interpret accounting and financial data; work independently with little supervision; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural matters without immediate supervision; effectively communicate both verbally and in writing; understand and carry out both oral and written directions in an independent manner; prioritize and schedule work to meet schedules and time lines; maintain currency in evolving techniques in the areas of budget and analysis; use appropriate and correct English spelling, grammar and punctuation; maintain the security and confidentiality of specified records and information; 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 Work Environment**

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight (under 10 lbs.) parcels or supplies. Indoor work environment.

2. Annual Salary = \$53,739 + Benefits \$15,878 + Health & Welfare \$19,906, Total = \$89,523

3. N/A

4. N/A

5. This position supports student learning as the employee will be working with budget managers to assist with establishing appropriate budgets for their programs.

6. If the position is not filled additional workload would fall on other Fiscal staff and budgets would not be updated in a timely manner and annual budget would not be prepared in a timely manner.