

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 type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	HUMAN RESOURCES		
Position Title:	Human Resource Analyst		
Last Incumbent or "New":	Kali Viker		
Date of vacancy or Date of Board approval of new position:	Aug 3, 2015		
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: _____ Date: _____

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).	BK 2/20/15	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.	SK 2/20/15	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		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.		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.

Request to fill: Human Resources Analyst

2.

AREA	DEPT. (COST CENTER)	JOB TITLE	NOTES	SALARY	BENEFITS	H & W	TOTAL
HUMAN RESOURCES	Dept.	Human Resource Analyst- Range. 30 (40 hrs, 12 mos)	<i>Cost of New Hire</i>	\$53,739	\$15,878	\$19,906	\$89,523

3. NA

4. NA

5. Explanation of how the position supports student learning.

The Human Resources Analyst is responsible for coordinating the recruitment and hiring processes for administrators and full-time faculty. These duties include facilitating and coordinating the advertising and recruitment plan and the development of the posting, applicant screening tool, interview questions, and teaching or other assessment. The HR Analyst must ensure minimum qualifications meet statewide MQ's according to Title IX. These functions are designed to determine if candidates possess the education, training and skill set to successfully perform the duties of the position. These positions are directly responsible for supporting student learning.

The position is also responsible for the coordination of the timeliness of the evaluation process for employees and disseminating information regarding the evaluation process. The evaluation process is directly linked to student learning.

6. Explanation of what would happen if the position weren't approved to be filled.

Perhaps a more effective way to address this position is to explain what the duties and functions are performed by the position.

The Human Resources Analyst is the senior member of the HR Team and as such is the most knowledgeable of the confidential staff in HR functions, procedures, practices, board policies, laws and regulations, and collective bargaining agreements. The position serves as a resource to all HR staff and others collegewide. The position is also responsible for data collection, analysis and in preparing mandated reports. The HR Analyst is also responsible for compliance issues associated with the collective bargaining agreements. The Office of Human Resources would not be able to function effectively without this vital and integral position.

7. NA

Job Description: Human Resource Analyst
Approved, MPC Associate Dean, Human Resources: 11/9/2009
Board Approved: 11/24/2009

MONTEREY PENINSULA COLLEGE DISTRICT

HUMAN RESOURCES ANALYST CONFIDENTIAL

JOB SUMMARY

Under general direction and within a broad framework of employment laws, Board policies and procedures, perform a variety of highly responsible, complex and specialized paraprofessional and professional duties involved in the human resources function for the District including recruitment, classification, compensation, collective bargaining, and other related areas as assigned. Provide leadership for and coordinate all processes in the recruitment and employment of classified, academic and administrative personnel including interpretation of policies and regulations, establishing and monitoring personnel records, and exercising responsibility for the accurate and timely processing of personnel matters.

EXAMPLES OF FUNCTIONS

Essential Duties

Attend to details of classified, academic and administrative employment not requiring the immediate attention of the Associate Dean of Human Resources; organize and provide effective timely specialized Human Resources support to payroll, hiring committees, staff and administration; assist with projects and initiatives as assigned. Assist as needed with overflow in all functional areas of Human Resources; assist the Associate Dean with research and resolution of difficult and complex issues; train and oversee the work of employees, as assigned.

Develop, coordinate, and oversee the recruitment activities for academic, classified and administrative employees; prepare job announcements for national distribution; plan and implement recruitment strategies; provide training to selection committee members; work cooperatively with hiring committees to develop screening criteria, documents, interview questions and skill demonstrations; coordinate the logistical matters related to hiring including scheduling, technology and facility usage; manage direct communication with applicants including notifications to unsuccessful applicants; perform reference checks and verifications of education and employment on finalists; prepare employment offers.

Prepare equal employment opportunity data and marketing data for each selection process; compile and prepare required reports; identify problem areas and recommend changes and facilitate improvements in the procedures to increase consistency, effectiveness and fairness.

Ensure that Equal Employment Opportunity Commission and Monterey Peninsula College (EEOC/MPC) hiring procedures are followed; notify Associate Dean of Human Resources if recruitment procedures appear to violate MPC intent and/or EEOC laws; foster EEO culture and principles within hiring committees.

Verify previous employment and determine initial salary placement for academic employees; determine salary adjustments; assure compliance with collective bargaining agreements. Prepare and/or supervise the processing of Notices of Employment for academic personnel, as assigned. Maintain computer records on academic personnel and the academic personnel Order of Employment (seniority). Monitor assignments for part-time faculty to ensure compliance with Education Code provisions, as assigned.

Regularly attend seminars, conferences, and workshops presented by employment attorneys to keep abreast of current legislation related public employment.

Serve on assigned committees such as the Equal Employment Opportunity Advisory Committee (EEOAC), statewide task force assignments; participate in Association of Chief Human Resources Officers/Equal Employment Officers (ACHRO/EEO).

Perform other duties as assigned by the Associate Dean.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, graduation from an accredited four-year college or university with a Bachelor's degree with major course work in human resources administration, business, public administration or a related field, and three years of increasingly responsible experience in human resources.

Knowledge

Knowledge of: principles, practices, laws and regulations related to personnel administration and human resources management, including recruitment techniques and strategies; applicable federal, state and local laws and regulations affecting employment and employment practices; computer-supported database management and data analysis; principles and techniques of job analysis; administration of position classification and compensation plans; training techniques; current office methods and practices; letter and report writing; software programs as needed to fulfill job duties; mathematical computations; collective bargaining methods and practices; interpersonal communications and public and human relations techniques; maintain current knowledge of rules and regulations pertaining to minimum requirements and equivalency; user-friendly website design principles; high level word processing, spreadsheet and database functions;

Abilities

Ability to: analyze situations and make decisions on procedural matters without immediate supervision; gather, interpret and effectively analyze data; learn, apply and communicate complex concepts, regulations laws and policies; compile data and prepare accurate reports; maintain accurate, complex records; relate effectively with a wide variety of personalities and situations requiring diplomacy, tact and firmness; effectively train others; function effectively as part of a team; consistently meet deadlines; communicate effectively in both oral and written form; learn and successfully apply current/new office policies and procedures; understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; maintain security and confidentiality of records; 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; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; efficiently use a variety of office equipment as needed to fulfill the needs 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 diverse 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 or supplies; indoor work environment.