



## 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**

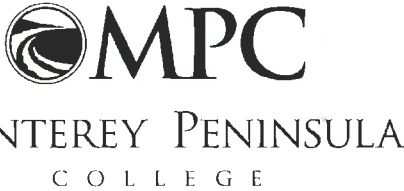
	<input checked="" type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Human Resources		
Position Title:	HR Specialist		
Last Incumbent or "New":	Edwin Lake		
Date of vacancy or Date of Board approval of new position:	09/28/15		
Salary Range:	\$3,286 (Step A)		
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/humanresources/Documents/Forms/AllItems.aspx>**

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).	SK 10/13/15	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.		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 10/13/15	4	VP discusses request with Vice Presidents and President. <del>HR informs MPCEA.</del>	
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.

- Annual Cost of the Proposal (HR will complete).

- $\$3,286 * 12 \text{ months} = \$39,432 + \$8,891 (22.547\%) + \$19,927 = \$68,250$
- $\$3,286 + \$164.30 (5\%) = \$3,450.30 * 12 \text{ months} = \$41,403.60 + \$9,335.27 (22.547\%) + \$19,927 = \$70,665.87$
- Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years
  - N/A
- If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
  - N/A
- Explain how this position supports student learning.
  - The HR Specialist is responsible for the recruitment and hiring of all employees who are essential to the delivery and support of student success.
  - The HR Specialist administers and facilitates the search and hiring processes to ensure that MPC hires qualified administrators, faculty and staff.
  - The HR Specialist represents MPC by communicating with and providing support to applicants during the hiring process.
  - The HR Specialist serves as an expert in the hiring process and supports search committees and the chair ensuring the hiring process is in accordance with laws, policies and procedures.
  - The HR Specialist is trained to support and assist in other Human Resources functions and responsibilities include data entry and records retention, on-boarding of new employees, preparing of board items, etc.
  - The HR Specialist trains search committees on EEO and non-discrimination laws, and the search and hiring processes.
  - The HR Specialist provides support and assistance to employees during their employment with MPC including issues related to compensation, conditions of employment and benefits.
  - The HR Specialist monitors and ensures that employees are evaluated regularly and provided guidance for professional development.
  - The HR Specialist monitors employment practices for compliance with state, federal, and local laws and regulations, as well as the terms and conditions of employment as outlined in the collect bargaining agreements.
  - The HR Specialist compiles data and prepares report mandated by state and federal agencies as well as those required for efficient district operations.
  -
- Explain what would happen if the position weren't approved.
  - The operations of the Office of Human Resources would be severely impacted. Current levels of service and expectations would not be met. The current workload experienced by the Office of Human Resources is demanding and surpasses staffing levels. Failure to fill this position would result in delays and discontinuance of services to the college community.

**Job Description:** Human Resources Specialist  
**Approved,** MPC Associate Dean, Human Resources 11/15/2010  
**Board Approved:**

## **MONTEREY PENINSULA COLLEGE**

### **HUMAN RESOURCES SPECIALIST CONFIDENTIAL**

#### **JOB SUMMARY**

Under general supervision, perform a variety of responsible and specialized support, paraprofessional and professional duties related to work in the office of Human Resources. Manage the processing and auditing of assignments for assigned categories of employees. Apply policies, regulations, and contract provisions. Monitor and update employee records. Exercise responsibility for the accurate and timely processing of Human Resources matters. Use independent judgment, initiative and good human relations and problem solving skills in the application of established procedures.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Attend to details of employment not requiring the immediate attention of the supervisor; organize and provide effective timely specialized Human Resources support to payroll, hiring committees, supervisors and managers. Advise employees regarding matters within the scope of assignment.

Perform specialized duties involved in recruitment, screening and selection of classified and academic employees; communicate with applicants; administer appropriate skills tests; prepare, organize, update and maintain documents for recruitments; arrange for advertising; prepare job announcements; work as a liaison to screening committees, developing calendars and assisting in the development of paper screening documents and interview questions; train selection committees in employment procedures and equal employment opportunity guidelines. Monitor selection processes for compliance with Equal Employment Opportunity laws and MPC hiring procedures; maintain required records.

Generate notices of employment for assigned categories of employees; review for accuracy. Design, maintain and update salary calculation spreadsheets as source documents for salary changes; calculate salary increases, including longevity pay, step advancements, and special stipends. Determine salary in accordance with union contracts; track professional growth requirements and process educational incentive payments. Track full time equivalent numbers for all part time instructors and monitor faculty load limits to ensure compliance with state laws.

Maintain lists, files, databases and other records related to employment, including seniority lists; design and produce reports including but not limited to: cost projections for employee assignments, substitute pay, grading factors, flex time and other expenses as requested; assist in the collection of information and the preparation of reports and statistics for various required staff data reports. Conduct research, analyze and prepare data on a wide variety of topics; prepare internal and external reports and surveys including statistical and informational reports.

Monitor adjunct faculty assignments to ensure that instructors meet state minimum requirements; answer questions from employees and applicants regarding minimum requirements; maintain current knowledge of rules and regulations pertaining to minimum requirements and equivalency; assist and serve as a resource to the Academic Senate Subcommittee on Equivalency. Maintain a database of faculty degrees and Board-approved equivalencies.

Maintain evaluation schedules for assigned employees, and assist in evaluation processes as assigned.

Prepare monthly Governing Board agenda items related to areas of assignment; prepare emails and letters related to assignments; maintain personnel files.

Participate in research and preparation of collective bargaining statistical data and contract language; monitor procedures to ensure compliance with negotiated agreements. Serve on negotiating teams as assigned.

Meet with new employees and facilitate the processing of initial paperwork and required procedures. Conduct orientations to explain employment policies and procedures; receive and review all required documents. Correctly calculate and verify initial salary placements for new employees.

Coordinate classification process for classified employees; schedule timelines and committee activities; gather data from external sources for comparison purposes; recommend classification actions; compose job descriptions.

Develop, update and maintain currency of Human Resources forms and documents; assist with the maintenance and updating of the Human Resources department and employment web pages.

Maintain mailboxes for employees.

Assist as needed with overflow in all functional areas of Human Resources and perform other related duties as assigned.

## **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, completion of two years of college level course work in business administration, industrial relations, Human Resources administration, education or a related field, and two years of increasingly responsible experience in Human Resources work.

### **Knowledge**

Knowledge of: general functions, policies, rules, and regulations of a community college; current office methods and practices, letter and report writing; word processing, spreadsheet and data base programs; mathematical computations; statistics and statistical analysis; Human Resource policies and procedures; interpersonal communications; effective training and presentation methods; office management techniques and procedures; public and human relations techniques.

### **Abilities**

Ability to: analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; learn and successfully apply current/new office policies and procedures, union contracts and college policies; 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; effectively train small groups and lead discussions; present information concisely and understandably; learn and successfully use new software programs as required; 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 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 light to moderate weight parcels or supplies. Indoor work environment.