



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

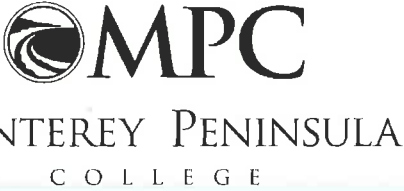
	<input checked="" type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Human Resources		
Position Title:	HR Benefits & Retirement Coordinator		
Last Incumbent or "New":	Shirley Kim		
Date of vacancy or Date of Board approval of new position:	11/02/2015		
Salary Range:	\$3,367 (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. 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.

- Annual Cost of the Proposal (HR will complete).
 - $\$3,367 + \$168.35 (5\%) = \$3,535.35 * 12 \text{ months} = \$42,424.20 + \$9,565 (22.547\%) + \$19,927 = \$71,916.20$
- 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 Benefits and Retirement Coordinator is responsible for supporting the administrative processing of all benefit programs for employees who are responsible for student learning outcomes. MPC is self insured and as such requires additional processing for benefits.
 - The position is responsible for the administrative processing of workers comp claims and benefits. This includes discussions with supervisors and employees regarding restrictions for duty.
 - The position is responsible for assisting with accommodations related to leaves and the American Disabilities Act (ADA).
 - The position is knowledgeable of federal, state and local leaves and benefits and assists in the fair and consistent practice of administering the benefits.
 - The position is responsible for tracking employees hours in accordance with the Affordable Care Act (ACA).
 - The position is responsible for on-boarding new employees and providing assistance with benefits.
 - The position serves an advisory role on the HWCC Committee.
- Explain what would happen if the position weren't approved.
 - Without the HR Benefits and Retirement Coordinator, processing of employee benefits 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 and benefits to employees.

Job Description: Personnel Benefits & Retirement Specialist → Human Resources Benefits & Retirement Coordinator

Approved, MPC Associate Dean, Human Resources: 11/23/2009

Board Approved: 11/24/2009

MONTEREY PENINSULA COLLEGE

HUMAN RESOURCES BENEFITS AND RETIREMENT COORDINATOR

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. Provide interpretation of policies and regulations pertaining to District retirement and health benefit plans. Responsible for coordinating benefits, mandated programs, and retiree programs. Exercise responsibility for the accurate and timely processing of Human Resource matters in this area. Use independent judgment, initiative and good human relations and problem solving skills in the application of established procedures.

EXAMPLES OF FUNCTIONS

Essential Functions

Administer and coordinate Employee Benefits Programs.

Compile and communicate reports, emails and letters in a professional manner.

Provide counseling to staff and faculty on health benefits, retirement issues and interpretation of MPC sick and vacation leaves as they coordinate with State and Federal laws and Education Code.

Provide health benefits and retirement orientation to new employees and diverse faculty/staff.

Maintain and create accurate and confidential files pertaining to medical benefits, sick leave, and related leaves including workers compensation

Communicate to active and retired employees the different aspects of the benefit programs: medical, dental, vision, prescription drug, life, disability, workers compensation, Section 125 Flexible Spending Accounts, CalPERS & CalSTRS retirement plans and CalPERS 457 deferred savings account.

Communicate with third party administrators and benefits providers, to maintain accurate eligibility for the college (i.e. inform appropriate person and/or organization when there are additions, changes, or deletions of individuals covered under the District benefit plans).

Coordinate the intertwining requirements of Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), sick leave, extended leave, and Workers' Compensation to inform employees of their rights and obligations.

Assist employees who are on leave, to ensure that District benefits are provided according to contracts. Send timely correspondence to keep employees informed of payroll status.

Coordinate health insurance vendor payments; verify eligibility, calculate monthly bill, direct fiscal in amount owed and ensure timely payments.

Keep a current on-line eligibility list for all benefited employee accounts.

Maintain and keep spreadsheets current with benefited employee data for mailings.

Coordinate enrollment in Flexible Spending Accounts (FSA), adding new enrollees, and checking daily status of employee accounts. Coordinate annual open enrollment.

Enter on-line eligibility for new employees dental and vision benefits. Keep current with additions and deletions. Send information to vendor in monthly emails.

Work closely with Third Party Administrator to insure retirees are making monthly payments for health, dental benefits and COBRA.

Act as the Workers compensation contact in charge of filing reports and working with employees and workers compensation vendor to coordinate workers comp benefits and the employees return to work when authorized by a physician.

Participate in quarterly Workers Compensation File Review with vendor.

Assist employees with filing retirement applications, receiving retirement information and filing claims for disability insurance or disability retirement

Assist retirees with medical plan coordination as necessary.

Arrange for benefit fairs as needed.

Act as representative at the annual CALPERS & CALSTRS workshops.

Attend the Health & Welfare Cost Containment Committee meeting as resource.

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 experience in Human Resources work.

Knowledge

Knowledge of: general functions of a business environment such as a community college; current office methods and practices including creating and preparing letters and reports using various software programs as needed; mathematical computations; statistics and statistical analysis; Human Resource policies and procedures; interpersonal communications; 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; 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 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-weight parcels; indoor work environment.