



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 type="checkbox"/> Replacement (No Changes)	<input checked="" type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:		Student Services	
Position Title:		Categorical Services Coordinator	
Last Incumbent or "New":		Stacey Jones	
Date of vacancy or Date of Board approval of new position:		3/27/15	
Salary Range:	Range 14= \$2,873-\$3,677	Range 17=\$3,094-\$3,960	
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: Assessment Specialist

Date: 03/18/15

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).		1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	LW 3/18/15
2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	LW 3/18/15
3	VP discusses request with Vice Presidents and President		3	VP or designee discusses request with Advisory Group.	LW 3/18/15 + 11/4/15 (LW)
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	LW 10/29/15 (LW)
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.*	11/24/15 (LW)
			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.

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Assessment Specialist

Dept/Program: Student Services

Submitted by: Larry Walker

Search Committee Chair: Alethea DeSoto

PT/FTE: Full-time (100%)

New or Replacement: Replacement

Service Category: 14

Salary/Benefit Costs: \$37,128 annual salary (step A) + \$10,941 (payroll roll-up cost + \$22,927 (H&W)) = \$70,996

Net Additional Costs: \$0

Funding Source: 85% Categorical-3SP Fund /15% General Fund

Are there Salary Savings: No

Description of duties and responsibilities: To provide leadership in assessment services as part of the mandated CORE services under the 3SP mandate.

Special Considerations: Title 5 regulations and the Student Success and Support Program (3SP) require each community college to provide a set of CORE services to students. These services include assessment, orientation, educational planning/advising and follow-up services.

Does Position act as an entry point for the college? No Should it be bilingual? No Why?

This is a counseling support position and there is no language requirement necessary

- I am requesting this position be considered by the Vice President to be designated Bilingual Required.
 No, this position should not be bilingual required

What would happen if this position weren't approved? Student Services would have a difficult time providing assessment services to students as well as meeting Title 5 compliance reporting requirements. The College and student would need to seek another method to meet the services and reporting requirement provided by this position.

Monterey Peninsula Community College District

Governing Board Agenda

October 28, 2015

New Business Agenda Item No. J

Human Resources
College Area

Proposal:

That the Governing Board approve the Memorandum of Understanding (MOU) of June 17, 2015, entitled Student Services Reorganization in which the California Employees School Association Chapter #245 MPCEA/CSEA and the Monterey Peninsula Community College District (the Parties) agree to the reorganization of Student Services.

Background:

The Parties met to negotiate the proposed reorganization and assignment of duties in Student Services. The changes will result in increased efficiencies in providing services to students. These negotiations have concluded resulting in the attached MOU which includes:

- a. The freezing of the position Assessment Specialist, Range 14;
- b. The establishment of an additional position of Categorical Services Coordinator, Range 17 to replace the Assessment Specialist;
- c. The establishment of the position of Categorical Services Coordinator II, Range 22;
- d. And the reclassification the Categorical Services Coordinator assigned to the Veterans' Center, Range 17 to the position of Categorical Services Coordinator II, Range 22, effective July 1, 2015.

The MOU was ratified by the members of MPCEA, Chapter #245 on October 13, 2015 with a vote of 29 in favor, 16 opposed, and 1 abstention.

Budgetary Implications:

The reorganization of Student Services will cost approximately \$9,855.00 for fiscal year 2015-2016. This amount includes all anticipated step increases. These positions are categorically funded.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the Memorandum of Understanding (MOU) of June 17, 2015, entitled Student Services Reorganization in which the California Employees School Association Chapter #245 MPCEA/CSEA and the Monterey Peninsula Community College District agree to the reorganization of Student Services.

Recommended By: _____

Laurence E. Walker

Laurence E. Walker, Superintendent/President

Prepared By: _____

Susan Kitagawa

Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: _____

Walter Tribley

Dr. Walter Tribley, Superintendent/President


**Monterey Peninsula Community College District
And
California School Employees Association Chapter # 245
Memorandum of Understanding
June 17, 2015
Student Services Reorganization**


Monterey Peninsula Community College District and the California School Employees Association Chapter # 245 (the Parties) have negotiated and agreed to reorganization in Student Services.

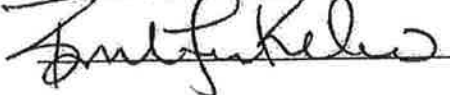
1. The position currently held by Eileen Crutchfield, Categorical Services Coordinator at range 17, will be modified to include increased scope and responsibilities associated with the day-to-day operations of the Veteran's Center and entitled "Categorical Services Coordinator II." Placement on the classified salary schedule will be range 22. The job description is attached. These changes will be effective July 1, 2015.
2. The classification of Assessment Specialist at range 14 is currently vacant and will be frozen. The District will hire an additional Categorical Services Coordinator at range 17 which will perform the duties of the Assessment Specialist as well as additional responsibilities associated with the delivery of assessment, orientation and follow-up services.

This Agreement is effective upon ratification by CSEA and the District's Governing Board. The parties agree to the terms of this Memorandum of Understanding on the 7th day of August 2015.

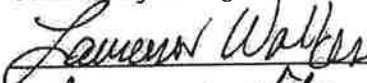
For CSEA Chapter #245

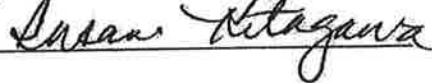






For Monterey Peninsula
Community College District





Job Description: Categorical Services Coordinator
Approved, MPC Associate Dean, Human Resources:
Board Approved:

MONTEREY PENINSULA COLLEGE

CATEGORICAL SERVICES COORDINATOR

JOB SUMMARY

Under general supervision, plan, coordinate and participate in a variety of complex and responsible administrative activities related to the assigned categorical programs. Receive limited supervision from the supervisor within a broad framework of standard policies and procedure. Coordinate program office activities; assist in program activities, research, reports and budgets; maintain confidentiality regarding all matters and records.

Interpret and exercise good judgment in the application and follow through of departmental decisions and college policies; provide information on college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Process administrative details not requiring the immediate attention of the supervisor; perform a variety of paraprofessional and administrative duties in support of the assigned programs.

Meet with action committees to facilitate grant and program development needs.

Assist in the planning, development, implementation, coordination and evaluation of assigned programs services and procedures.

Serve as a source of information regarding the policies and procedures of assigned programs; provide information where judgment, knowledge and interpretation are necessary; refer inquires to appropriate sources.

Coordinate student recruitment and assist with registration of participants within assigned programs; check on progress of enrolled students; collect and monitor compliance and outcome data on assigned programs' participants.

Create assigned program binders as needed; maintain student files and enter student data into databases; enroll students in classes via webreg or telephone registration.

Maintain ongoing working relationships with county administrators and managers as needed with assigned programs.

Monitor a variety of data for completion and conformance with established program compliance procedures.

Develop and prepare a variety of documents, forms and procedures for the assigned program's office, which may also include, but is not limited to: statistical reports, brochures, pamphlets and flyer, newsletter, agendas, manuals, event programs, invitation flyers, yearbooks, program brochures, and poster.

Serve as liaison with college administration, academic personnel and students as well as community agencies, organization, professionals, vendors and other colleges to maintain up-to-date resource data.

Coordinate preparation of workshops and meetings, including travel arrangements for staff members and students in assigned programs.

Attend and assist at programs, sponsored workshops, seminars and other events as assigned.

Participate in budget development and justification; monitor budget expenditures; monitor and maintain spreadsheet and database for budgets and assigned programs; inventory and requisition necessary supplies commonly used within the office/instruction using District procedures.

Develop a wide variety of community contacts for resources for referrals; give general consultation and assist individual students in utilizing the many and varied services available.

Assist students in resolving paper work or system problems; expedite resolution of problems requiring utilization of off-campus resources.

Maintain control files on matters in progress and expedite their completion; coordinate and monitor special projects, assignments and activities; check reports, records, and other materials for accuracy, completeness and conformity with established standards of federal, state, and institutional guidelines.

Assist with the preparation of special program projects which may include but is not limited to: annual grant applications, budgets and annual reports and periodic reports and evaluations.

Consult with other program related organizations, advisory committees, and social service agencies on matters of program quality and enhancement.

Research and compile information and prepare periodic reports and evaluations in assigned program.

Other Duties:

Attend meetings and serve on college, local and state committees and organizations, as required.

Assist in the hiring process, train and direct the work of part-time temporary and student employees, as required.

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, two years of course work in public or business administration or a related field, and two years of administrative support experience.

Knowledge

Knowledge of: public and human relations techniques; research methods; report writing; presentation skills; current office procedures and practices including filing systems; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and manage several tasks simultaneously; 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 duties of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; 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 parcels, supplies or equipment up to 15 pounds; indoor work environment.