



## 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:	Admissions and Records		
Position Title:	Admissions and Records Specialist		
Last Incumbent or "New":	Rebecca Glenny		
Date of vacancy or Date of Board approval of new position:	02/24/2016		
Salary Range:	10		
Hours per week:	40		
Months per year:	12		
Bilingual Required:	No (Preferred)		

\* 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: Admissions & Records Specialist Date: 02.16.2016**

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).	ND 2/16/2016	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.	ND 2/16/2016	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	LW 2/23/16	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	WT 3/3/16	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.

1. This position is a: replacement, no changes.
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: n/a
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change. n/a

5. Explain how this position supports student learning.

This position is a support staff position within the Student Services Division. Therefore it supports student learning by welcoming students to MPC, facilitating their admission, residency determination and registration in classes. After students are registered this position then supports the students on their educational journey by fielding questions in person, over the phone and by email. The goal of this level of access is to ensure our students receive the services they need to succeed. Ultimately culminating in a certificate, degree, and transfer to another institution or whatever the goal may be. This position is 100% responsible for applications and residency determination.

6. Explain what would happen if the position weren't approved.

Reassignment and/or evaluation and modification of the following processes:

100%	MPC Applications (regular)
100%	ISA Contract Course Registration
100%	Residency
100%	CalGrant Verification Lead
100%	Duplicate Account Maintenance
50%	Form 1 Athletic Eligibility
33%	SB1440 Verification
33%	Graduation Petition Evaluation
20%	Front Counter Service
20%	Phone Customer Service
20%	Email Customer Service (for admissions@mpc.edu)
5%	MPC Applications (South Bay)
5%	MPC Applications (regular hardcopy)

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>**

**Job Description/Title:** ADMISSIONS AND RECORDS SPECIALIST  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

**MONTEREY PENINSULA COLLEGE**

**ADMISSIONS AND RECORDS SPECIALIST**

**JOB SUMMARY**

Under direct supervision, plan, coordinate and participate in a variety of responsible, technical and clerical duties related to the Admissions and Records Office. Receive limited supervision within a broad framework of standard policies and procedures. Exercise good judgment and tact; provide information on college policies, procedures, standards and requirements where applicable; establish and maintain good public relations with staff, students and the community at large.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Process outgoing student transcripts.

Review and certify transcripts and permanent record cards for accuracy, grade changes, repeats and credits; interpret admissions and records policies, such as course repetition, incompletes, applications, residency and registration, and apply them in a variety of procedural situations.

Perform a wide variety of clerical, administrative support and technical activities for the Admissions and Records Office.

Act as a resource for information to students and the public relative to all college Admissions and Records policies, requirements and procedures.

Provide information and assistance in person and over the phone to students, staff and the public related to college functions, procedures and policies.

Determine admissions and residency status for students.

Assist students and the public in understanding and applying information contained in the college catalog, Schedule of Classes, and other publications and/or news releases.

Interpret, advise and/or assist students concerning graduation and Certificate of Achievement requirements, course evaluations and equivalencies, Add/Drop forms, withdrawals, refunds, K-12 Concurrent Enrollment Forms, grade changes, incomplete grade forms, challenge courses procedures, veteran attendance statements, and student data changes.

Distribute, receive, and crosscheck Class Rosters, final grades, and positive attendance forms.

Register students; troubleshoot on-line registration with students; register contract and off-campus students as batch registration.

Check and review a variety of data for completion and conformity with established rules and regulations.

Account for all monies received for fees, non-resident tuition and transcript requests.

Design and use databases and spreadsheets.

Distribute, receive, review and process census and drop lists from faculty.

Maintain files and records requiring the use of discretion; prepare records for microfilming and imaging; check and file microfilm records.

Prepare reports and summaries, gathering source data as necessary.

### **Other Duties**

Perform other duties related to the business of the department as assigned.

Participate on committees as required.

Train and monitor the work of part-time and student employees, where appropriate.

## **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 approximately one year of college level course work in office administration, personnel administration, or a related field, and two years of responsible office experience; ability to communicate in languages other than English desirable.

### **Knowledge**

Knowledge of: general functions, policies, rules and regulations of a community college; current office methods and practices; public and human relations skills; letter and report writing; word processing and spreadsheet programs; mathematical computations; public and human relations skills.

### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; learn and successfully apply Family Education Rights & Privacy Act (FERPA) rules and regulations (confidential data); apply office policies, procedures, rules and regulations; use good judgment; analyze situations carefully and correctly and adopt an effective course of action sometimes without immediate supervision; use diplomacy, tact, friendliness, poise and discretion; understand and apply information in the College Catalog and Schedule of Classes; communicate effectively in both oral and written form; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; use word processing accurately and proficiently word processing, spreadsheet/database programs as required to fulfill the requirements of the job; learn and successfully use new software programs as needed to fulfill the requirements of the job; use efficiently various kinds of office equipment; 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**

Sitting/operating computer keyboard to enter data into a computer terminal for extended periods of time as necessary. Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.