



## 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**

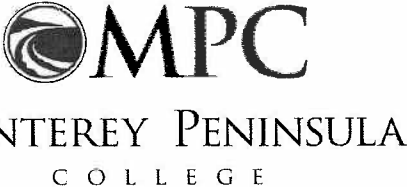
	<input checked="" type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Admission & Records		
Position Title:	Records Evaluator		
Last Incumbent or "New":	Aiyumu Takada		
Date of vacancy or Date of Board approval of new position:	Vacancy Jan 31, 2014		
Salary Range:	Range 15		
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: Records Evaluator Date: 01.06.2014

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 1/7/14	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 1/7/14	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	<i>1/9/14</i>	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	<i>1/9/14</i> <i>WT</i>	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: Walt a. Tuley DATE: 1/9/14

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.

## Supplemental Questions

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 supports student learning in various ways. It is responsible for the evaluation of incoming transcripts, allowing students to begin or return to their path here at MPC, in conjunction with both Counseling and Financial Aid. It is responsible for student records in regards to transcript coding, an important process for student success. This position also handles all records within Laserfiche, both student and instructor, including scanning, review and maintenance for accuracy and retrieval. It handles customer service and answers questions as a general A&R staff person in person, by email and by phone to assist students in reaching their goals.
6. Explain what would happen if the position weren't approved.  
Reassignment and/or evaluation and modification of the following processes:

100%	Analysis of transcripts from other institutions and posting of information to SIS
100%	Supervision of scanning of records (both student and instructor) into Laserfiche, including transcripts to be viewed by other departments
100%	Academic renewal processing
100%	Coordination of student records as liaison with Counseling and Financial Aid departments
50%	Repetition of courses coding on MPC transcripts
50%	Refund application processing
30%	Electronic transcript request receipt and processing
20%	CA residency determination
20%	Front Counter Service
20%	Phone Customer Service
20%	Email Customer Service (for admissions@mpc.edu)
5%	MPC Applications (regular)
100%	Back up for Unit Office Manager Tasks (for vacation and overflow during peak times); access not permitted by general staff
	Processing of incomplete grade contracts
	Processing of change of grade forms
	Downloading of applications from CCCApply

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

**MONTEREY PENINSULA COLLEGE**

**RECORDS EVALUATOR**

**JOB SUMMARY**

Under general supervision evaluate student records, including analysis of transcripts from other institutions, foreign and domestic, review Monterey Peninsula College courses for degrees, certificates, and general education certification in accordance with all statutes and college policies regarding awarding appropriate credit; provide assistance and technical information regarding academic records and participate in a variety of responsible technical and clerical duties related to the Admissions and Records Office.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Receive and analyze transcripts from other institutions, foreign and domestic; review courses and units completed, verify level, content, unit value and grading system.

Evaluate all incoming college transcripts for official and proper accreditation.

Review coursework for academic equivalencies using resources including paper and on-line college catalogs, course descriptions/syllabi, correspondence with the institutions involved, articulation agreement, Project Assist, and other appropriate reference materials.

Evaluate academic equivalencies and post credit earned at other institutions to Monterey Peninsula College academic records.

Scan incoming transcripts into the College's imaging system.

Determine units to be transferred to college records from external examinations and military experience.

Contact counseling and other faculty regarding specific equivalency questions or approvals.

Enter, update and correct information in automated systems such as Schooling 3000 and Degree Audit Reporting System (DARS).

Interpret admissions and records policies, such as course repetition, incompletes, applications, residency and registration, and apply them in a variety of procedural situations.

Provide technical assistance and guidance to students, staff, counselors, faculty and administrators in the interpretation and clarification of registration, graduation, academic and transfer policies, requirements and related activities.

Receive, review and process all applications, registrations, transcript requests, enrollment verifications, Add/Drop forms, withdrawals, refunds, K-12 Concurrent Enrollment Form, grade changes, incomplete grade forms, challenge courses, and student data changes.

**Other Duties**

Perform other related duties as assigned.

Participate on committees as required.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education and/or experience that would demonstrate possession of the knowledge and abilities listed herein. For example, college level courses in business administration or related field and three years of experience in the Admissions and Records area of a college, specifically in transcript evaluation or related area.

### **Knowledge**

Knowledge of: college or university transcript procedures, grading systems and course equivalencies, software used in admissions and records services including student information systems; word processing, electronic mail, Internet skills, database management, and spreadsheet applications; effective customer service techniques and etiquette; business math including percentages and decimals; correct English grammar, spelling and punctuation.

### **Abilities**

Ability to: read, interpret, apply and explain rules, regulations, policies and procedures using sound judgment; learn and successfully apply FERPA (Family Education Rights & Privacy Act) rules and regulations; 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; make mathematical calculations with speed and accuracy; maintain confidentiality of information; organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction; efficiently use a variety of office equipment as required to perform the duties of the job; understand and follow oral and written directions; learn the specialized clerical/technical functions of Admissions and Records services; analyze situations accurately and adopt an effective course of action; create and produce correspondence, reports and procedures of documentation independently or with brief instruction; communicate effectively both orally and in writing using tact, patience and courtesy; establish and maintain cooperative and effective working relations with those contacted in the course of work; 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; sitting to enter data into terminal for extended periods of time; occasional standing and walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.