

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:	Life Sciences Division		
Position Title:	Division Office Manager (DOM)		
Last Incumbent or "New":	Julie Bailey		
Date of vacancy or Date of Board approval of new position:	February 28 2014		
Salary Range:	18		
Hours per week:	40		
Months per year:	12 mo		
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: Instructional Technology Specialist-CAD Lab Date: 9/11/12

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).	<i>[Handwritten initials]</i> 2/12/13	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	<i>[Handwritten initials]</i> 2/12/13	2	Chair/manager discusses with VP. 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>[Handwritten initials]</i> 12/2/13	3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	<i>[Handwritten initials]</i> 1/9/14	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: Walter A. Truly

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.

On a separate sheet, answer the below questions regarding the position.

- **Annual Cost of the Proposal:**
The approximate annual cost for this position is \$3251 per month (at Step A), as we will be replacing a senior staff member we could expect to save as much as \$10,000 per year with a new hire.

- **Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years**

No increases requested.

- **If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.**

No changes requested.

- **Explain how this position supports student learning.**

The division office manager (DOM) in life sciences (LS) supports *approximately* 10 full-time faculty, 40 adjunct faculty and 5 classified staff members in 15 departments (BIOL, ANAT, MEDA, DNTL, FACS, INTD, FASH, NUTR, HUMS, HOSP, DRAFT, HLTH, AUTO, ORNH and MAST/MATE). There are thousands of students each year who rely on this DOM to ensure that their classes are offered, that their teachers are trained, and that the division as a whole is running smoothly. This DOM is responsible for coordinating faculty teaching in many locations, including the Life Science Building, Family and Consumer Sciences, Automotive Technology, CAD lab, and in Marina. The DOM for life sciences is also tasked with coordinating teaching load for faculty who teach complex schedules, including late start classes, on-line classes, lectures, labs, clinical classes, externships, independent study, short classes (many different course lengths), early spring, and a variety of other complex scheduling issues. The diversity within the life sciences division also results in increased complexity when dealing with student questions, scheduling, and budgets.

The DOM in Life Sciences performs each of the essential functions listed on the following pages with efficiency and competency, ensuring that we can serve our students in a professional and responsible fashion. The DOM is a critical member of the life sciences division, and this position is essential if we are going to continue operating a successful and organized division.

Having a qualified and effective DOM will ensure that our faculty and staff can fully support students, promoting student success and retention.

	Essential Function	Support for Student Learning
1	Provide complex and routine office, technical, and administrative detail work for faculty and staff which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software. Word process tests, quizzes, and course syllabi as requested. Set up and maintain electronic and hardcopy files of all division	<ul style="list-style-type: none"> • Curriculum is maintained. • Course materials are available. • Advertising efforts are supported. • Advisory groups are supported. • Faculty are trained and supported.

	documents including curriculum.	<ul style="list-style-type: none"> • Division runs smoothly.
2	Process administrative details not requiring the immediate attention of the division chair; meet with instructors and/or directors to facilitate instructional needs. Initiate projects as needed; process administrative detail not requiring the immediate attention of the supervisor.	<ul style="list-style-type: none"> • Faculty and staff are supported, they can focus their attention on students. • Faculty, staff and students are able to get questions answers promptly.
3	Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the division and how they are applied.	<ul style="list-style-type: none"> • Questions get answered promptly and accurately. • Clear communication is possible.
4	Serve as liaison with administrative offices, on and off campus organizations, and students.	<ul style="list-style-type: none"> • Communication with Marina. • Communication with administrators. • Communication with all faculty. • Communication with all staff. • Contact information is updated, students and faculty are notified as needed in the event of illness or emergency. • Emergency response is efficient, students are safer.
5	Provide introduction and orientation to all new members of the division.	<ul style="list-style-type: none"> • Faculty and staff are fully trained. • Evening faculty are supported and trained. • Adjunct faculty are more likely to submit paperwork in a timely fashion. • Night students can find classes and get help/advice as needed.
6	Coordinate division schedule building process which may include but is not limited to: coordinating course offerings with each department, reviewing submitted information for accuracy; preparing division course schedule for input into the management information system; entering and updating semester's courses; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester.	<ul style="list-style-type: none"> • Classes are offered appropriately. • Rooms are booked. • Curriculum is maintained. • SLOs are included in green sheets. • Green sheets are accurate. • Office hours are posted and coordinated. • Schedules are accurate and efficient. • Students are more likely to complete programs efficiently. • Students are more likely to find their instructor. • Classes are more likely to be offered at an appropriate time, in an appropriate space (maximizing efficiently and student access).

	Assist faculty in the process of developing new courses and programs; monitor progress through the approval process.	<ul style="list-style-type: none"> • New courses can be developed in a timely fashion. • Fewer errors occur. • Students have more opportunities.
	Enter information into Management Information System (MIS) and prepare documents that are used to produce adjunct faculty and full-time faculty overload notices of employment; calculate teachers' load units (TLU's); prepare and maintain history records, calculate assignment to ensure that adjunct faculty do not exceed a 60% load.	<ul style="list-style-type: none"> • MPC will remain in compliance with regard to load regulations. • MPC will maintain accreditation. • Students will be retained.
	Coordinate assignment of classroom use; post notices of room changes and cancellations; coordinate key distribution.	<ul style="list-style-type: none"> • Students will be aware of any scheduling changes or cancellations. • Clear communications leads to retention.
	Coordinate and assist faculty with the textbook ordering process; liaison with bookstore and publishers; order materials from publishers for faculty.	<ul style="list-style-type: none"> • Textbooks will be available for students in bookstore.
	Prepare/edit material for inclusion in the college catalog, including new courses and changes; proof for accuracy.	<ul style="list-style-type: none"> • College catalog will be accurate.
	Operate standard and specialized office equipment including but not limited to personal computers and software.	<ul style="list-style-type: none"> • Computers, copiers, printers, and scantron grading machines will be available for faculty. • Students will be more likely to have course materials. • Grades will be ready sooner.
	Demonstrate correct usage, maintain supplies, schedule repair and perform trouble-shooting activities.	<ul style="list-style-type: none"> • Faculty will have the supplies necessary to get their work done efficiently.
	Coordinate and implement a variety of programs and services both on and off campus that are specific to the business of the assigned division, including program review.	<ul style="list-style-type: none"> • Program review will be accomplished more thoroughly and completely. • Students will benefit by the availability of well run program and classes. • Program review is completed in a timely manner.
	Facilitate non-standard examination process for make-up exams, pre-requisite challenges and supportive services	<ul style="list-style-type: none"> • Make-up exams will be possible. • Students will be supported.

	accommodations by explaining the process, scheduling appointments and proctoring tests.	<ul style="list-style-type: none"> • Appointments get scheduled. • Student satisfaction rises & enrollement increases.
	Manage division office budget.	<ul style="list-style-type: none"> • Budgets will be accurate, ensuring that faculty and staff have the supplies needed to support students.
	Maintain a supply of commonly used office/instructional supplies, and order as necessary.	<ul style="list-style-type: none"> • Instructors will be able to write on white boards, clean white boards, grade exams, and provide letters of recommendation as needed.
	Coordinate preparation/hosting of workshops and meetings.	<ul style="list-style-type: none"> • The conference room will be used efficiently. • Advisory groups will be supported. • Division meetings will have edited & complete agendas.
	Facilitate mail/package/print shopservice to division.	<ul style="list-style-type: none"> • Adjuncts teaching at night can pick up exams.
	Coordinate the process of students' evaluation of faculty.	<ul style="list-style-type: none"> • Faculty are evaluated and students have the opportunity to evaluate faculty. • Faculty can improve their teaching.
	Train and coordinate student workers.	<ul style="list-style-type: none"> • Faculty and staff can be supported. • Students get more attention from teachers.
	<u>Other Duties</u>	
	Perform other related duties, as assigned, which may include posting notices of instructor/staff absence, assisting supervisor with special projects and other duties related to the business of the assigned Division.	<ul style="list-style-type: none"> • Students are aware when classes are cancelled or rescheduled, reducing frustration and increasing student satisfaction. • Faculty get paid for serving as substitutes, students can benefit from the availability of these substitute teachers. • Students will learn more in each class. • Special projects can include key items like emergency response protocols; this ensures student/staff safety and increases the productivity of our learning environments.
	Participate on committees as required.	<ul style="list-style-type: none"> • Shared governance is supported, and students benefit from a fully functioning campus.

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

The life sciences division would no longer be able to offer the current level of support to students and faculty. Student satisfaction would suffer, enrollment would decline, classes would be cancelled, and the division as a whole would deteriorate.

- **Bilingual (Spanish)**

- No, this position should not be bilingual required

- 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: Division/Unit Office Manager, Division Office Manager
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08
MONTEREY PENINSULA COLLEGE DIVISION OFFICE MANAGER

Job Summary

Under general direction, perform a wide variety of complex and responsible support and technical activities related to the responsibilities of a specific division. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the division's activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the division decisions and procedures; explain 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

Depending on assigned area, Essential Functions may include, but are not limited to the following:

Provide complex and routine office, technical, and administrative detail work for faculty and staff which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software. Word process tests, quizzes, and course syllabi as requested. Set up and maintain electronic and hardcopy files of all division documents including curriculum.

Process administrative details not requiring the immediate attention of the division chair; meet with instructors and/or directors to facilitate instructional needs. Initiate projects as needed; process administrative detail not requiring the immediate attention of the supervisor.

Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the division and how they are applied.

Serve as liaison with administrative offices, on and off campus organizations, and students.

Provide introduction and orientation to all new members of the division.

Coordinate division schedule building process which may include but is not limited to: coordinating course offerings with each department, reviewing submitted information for accuracy; preparing division course schedule for input into the management information system; entering and updating semester's courses; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester.

Assist faculty in the process of developing new courses and programs; monitor progress through the approval process.

Enter information into Management Information System (MIS) and prepare documents that are used to produce adjunct faculty and full-time faculty overload notices of employment; calculate teachers' load units (TLU's); prepare and maintain history records, calculate assignment to ensure that adjunct faculty do not exceed a 60% load.

Coordinate assignment of classroom use; post notices of room changes and cancellations; coordinate key distribution.

Coordinate and assist faculty with the textbook ordering process; liaison with bookstore and publishers; order materials from publishers for faculty.

Prepare/edit material for inclusion in the college catalog, including new courses and changes; proof for accuracy.

Operate standard and specialized office equipment including but not limited to personal computers and software.

Demonstrate correct usage, maintain supplies, schedule repair and perform trouble-shooting activities.

Coordinate and implement a variety of programs and services both on and off campus that are specific to the business of the assigned division, including program review.

Facilitate non-standard examination process for make-up exams, pre-requisite challenges and supportive services accommodations by explaining the process, scheduling appointments and proctoring tests.

Monitor and review a variety of data for completion and conformance with established regulations and procedures.

Assist in the development of and maintain division budgets, including but not limited to instructional supplies, equipment repair, purchasing, maintenance agreements, student help, and classified employees; provide budget management assistance to departments in assigned division as needed.

Manage division office budget.

Maintain a supply of commonly used office/instructional supplies, and order as necessary.

Coordinate preparation/hosting of workshops and meetings.

Facilitate mail/package/print shop service to division.

Coordinate the process of students' evaluation of faculty.

Train and coordinate student workers.

Other Duties

Perform other related duties, as assigned, which may include posting notices of instructor/staff absence, assisting supervisor with special projects and other duties related to the business of the assigned Division.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and management techniques.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization such as

a community college; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; 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 complex oral and written instructions; prioritize tasks and do 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 requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; learn and successfully apply current/new 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; maintain security and confidentiality of records and information; 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 and walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment.