



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 *	
Department:	Academic Affairs/PSTC	Academic Affairs/PSTC	
Position Title:	Fire Academy Assistant	Administrative Assistant II	
Last Incumbent or "New":	Dianne Conway		
Date of vacancy or Date of Board approval of new position:	September 13, 2013		
Salary Range:	11	11	
Hours per week:	40	40	
Months per year:	12	12	
Bilingual Required:	No	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).	DB 8/28/13	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.	<i>DB</i> 5-28-13	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>DB</i> 8-29-13	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.		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. Tilly DATE: 10/10/13

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.

2. **Annual Cost of the Proposal, and source of funds:**

This request is budget neutral since the position being replaced is already budgeted for 2013-14 at Step F of the same salary range—Range 11. Salary and benefits for an Administrative Assistant II (Range 11) at Step A is \$2668/mo x 12mos. = \$32,016 + \$22,367 + \$9,330.10 (29.142%) = \$63,713.10.

3. n/a This request is budget neutral.

4. & 5. **Justification/Rationale, and Consequences of not making the change & supporting student learning:**

The position is the initial contact for students acquiring information regarding courses at the Public Safety Training Center (PSTC). This position provides all of the administrative support for the Director of the Public Safety Training Center and all of the faculty and programs at that site. In addition, admission applications and enrollments are processed on site for the majority of classes scheduled there. The current job description (Fire Academy Assistant) has specific functions for Fire Academy programs only. The PSTC is expanding our offerings to meet broader training needs in the community, and the Director and assistant manage and support all of these programs. The positions of Fire Academy Assistant and Administrative Assistant II are both classified at Range 11 making this request budget neutral.

6. **Consequences of not filling the position:**

If this position were not filled, there would be no administrative support for the Director of the Public Safety Training Center or for the faculty and students at that site. The PSTC would also not be open on a regular schedule for student contact since the only regular staff assigned to the PSTC are the Director and the Administrative Assistant. As the office is the primary point of contact for student information, support, and enrollment, not filling this position would have a negative impact on all of our programs offered there.

Job Description/Title: Secretary → Administrative Assistant II
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

ADMINISTRATIVE ASSISTANT II

JOB SUMMARY

Under general supervision plan, coordinate and participate in a variety of complex and responsible office support activities related to the responsibilities of a department or unit. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied office/administrative support duties; exercise good judgment in the application and follow through of departmental decisions; 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

Perform complex office assistance, and administrative detail work for assigned area/supervisor.

Process administrative details not requiring the immediate attention of the supervisor which may include, but is not limited to: organizing/maintaining calendars, and opening and routing mail.

Maintain a thorough working knowledge of the assigned department.

Provide information regarding the department's policies and procedures for instructors, classified and management staff, students and the community.

Analyze situations carefully and correctly and adopt an effective course of action; use diplomacy, tact, friendliness and poise.

Compose, prepare and distribute a variety of both paper and electronic documents including email, contracts, letters, on-line forms, statistical reports, resolutions, manuals, final reports and purchase requisitions.

Prepare bulk mailings for flyers, brochures and other materials for projects in assigned area.

Build and maintain budget/special accounts spreadsheet and database programs as necessary.

Set up/maintain files on projects of assigned area; coordinate and monitor special projects, assignments and activities which may include but are not limited to: course certifications, rosters for course completions, course announcements, time cards, time reports.

Check reports, records, and other materials for accuracy, completeness and conformity with established standards.

Greet and assist visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

Coordinate preparation of in-service training, workshops, training seminars, and other meetings as needed in assigned area.

Create/maintain databases and/or spreadsheets of information required by department which may include but are not limited to tracking time cards and time reports, student matters/activities.

Other Functions

Maintain inventories and requisition supplies.

Serve on college committees as assigned

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: completion of approximately two years of college level course work, and two years of increasingly responsible office experience providing advanced knowledge and skills in current office procedures and techniques.

Knowledge

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer software programs including word processing and spreadsheet applications; mathematical computations; office management techniques and procedures and public and human relations skills.

Abilities

Ability to: understand and independently carry out oral and written instructions; 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; apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural matters without immediate supervision; maintain confidentiality of the office; communicate effectively in both oral and written form; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety 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:

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds . Indoor work environment.