

## 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"/> <b>Replacement (No Changes)</b>	<input type="checkbox"/> <b>Replacement with requested changes *</b>	<input type="checkbox"/> <b>New Position (not a replacement)</b>
Department:	Admissions and Records		
Position Title:	Admissions and Records Specialist		
Last Incumbent or "New":	Zuline Hardy		
Date of vacancy or Date of Board approval of new position:	2/24/2014		
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.

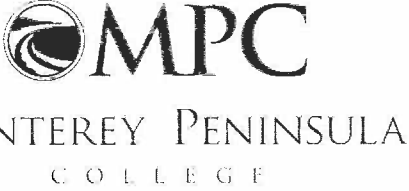
***On a separate sheet, answer the below questions regarding the position.***

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>

steps	<b>REPLACEMENT POSITION</b>	Initials/ Date	steps	<b>NEW OR CHANGED POSITION*</b>	Initials/ Date
<b>1</b>	Chair/manager discusses vacant position with division/area and other relevant group(s).	ND 2/6/ 2014	<b>1</b>	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
<b>2</b>	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	ND 2/6/ 2014	<b>2</b>	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	
<b>3</b>	VP discusses request with Vice Presidents and President	<i>MC</i> 2/6/14	<b>3</b>	VP or designee discusses request with Advisory Group.	
<b>4</b>	President makes final decision. VP presents to College Council for information.	<i>WT</i> 2/6/14	<b>4</b>	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
<b>5</b>	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		<b>5</b>	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			<b>6</b>	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			<b>7</b>	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 the production and issuance of transcripts. For our students that earn a degree and transfer or simply attend other school, transcripts are a vital part of that transfer. Additionally this position is responsible for 100% of enrollment and degree verifications. Verifications allow students to gain employment, health insurance and satisfy a number of other requirements.

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

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

100%	Transcript production and issuance
100%	Verifications
100%	National Student Clearinghouse Enrollment Report Clean Up
100%	Maintenance of all 'old records' (prior to 1995) microfilm/microfiche
100%	Historical catalog maintenance and course description requests
20%	Front Counter Service
20%	Phone Customer Service
20%	Email Customer Service (for admissions@mpc.edu)

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>