

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 type="checkbox"/> Replacement with requested changes *	<input checked="" type="checkbox"/> New Position (not a replacement)
Department:			Student Services-Veterans
Position Title:			Categorical Services Coord. 1
Last Incumbent or "New":			New
Date of vacancy or Date of Board approval of new position:			
Salary Range:			Range 17: \$18.78-\$24.05
Hours per week:			29
Months per year:			11
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 questions below 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/about-mpc/campus-resources/human-resources/employment/job-descriptions>**

Classification/Position: Categorical Services Coord. 1 Date: 2/28/18

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).		1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	LW 2/28/18
2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	LW 2/28/18
3	VP discusses request with President's Cabinet.	WJ 3/19/18	3	VP or designee discusses request with Advisory Group.	LW 3/1/18
4	President makes final decision. VP presents to President's Advisory Group for information.	WJ 3/19/18	4	VP discusses request with President's Cabinet. HR informs MPCEA and intitates negotiations. 	
5	HR begins recruitment.		5	President's Advisory Group reviews and makes a recommendation to the President. 1 Reading (Action).*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request for Board approval. HR begins recruitment.	

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization: _____

DATE: _____

The President may authorize action without completing this process and will inform the President's Advisory Group..

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 President's Advisory Group.

Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to the President's Advisory Group for action (one reading) and approved by the Board of Trustees. Positions represented by MPCEA must be negotiated.

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

1. Annual Cost of the Proposal (HR will complete).
Base Salary - \$ 18.78 per hour
Annual Salary - \$ 23,963 (28.78 x 29hrs./wk x 44 wks)
Roll-Up Costs - \$ 5,991
Benefits Cost - \$ 0

Total Cost of Position - \$ 29,953
2. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years: **Chancellor's Office new (2017-18) and ongoing funding for Veteran Resource Centers.**
3. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change. **N/A**
4. Explain how this position supports student learning. **This new position would increase services to our Veteran student population by supporting access, retention, follow-up and student success efforts as well as VA certification.**
5. Explain what would happen if the position weren't approved. **Current services levels would be retained.**
6. 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/about-mpc/campus-resources/human-resources/employment/job-descriptions>**

Job Description: Categorical Services Coordinator
Approved, Bargaining Unit President: Reclassification Committee 4/10
Approved, MPC Associate Dean, Human Resources: 4/2010
Board Approved: 7-30-2010

MONTEREY PENINSULA COLLEGE

CATEGORICAL SERVICES COORDINATOR

JOB SUMMARY

Under general supervision, plan, coordinate and participate in a variety of complex and responsible administrative activities related to the assigned special program. Receive limited supervision from the supervisor within a broad framework of standard policies and procedure. Coordinate program office activities; assist in program activities, research, reports and budgets; maintain confidentiality regarding all matters and records.

Interpret and exercise good judgment in the application and follow through of departmental decisions and college policies; 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

Process administrative details not requiring the immediate attention of the supervisor; perform a variety of paraprofessional and administrative duties in support of the assigned program.

Meet with action committees to facilitate grant and program development needs.

Assist in the planning, development, implementation, coordination and evaluation of assigned program services and procedures.

Serve as a source of information regarding the policies and procedures of assigned program; provide information where judgment, knowledge and interpretation are necessary; refer inquires to appropriate sources.

Coordinate student recruitment and assist with registration of participants within assigned program; check on progress of enrolled students; collect and monitor compliance and outcome data on assigned program's participants.

Create assigned program binders as needed; maintain student files and enter student data into the database; enroll students in classes via webreg or telephone registration.

Maintain ongoing working relationships with county administrators and managers as needed with assigned program.

Monitor a variety of data for completion and conformance with established program compliance procedures.

Develop and prepare a variety of documents, forms and procedures for the assigned program's office, which may also include, but is not limited to: statistical reports, brochures, pamphlets and flyer, newsletter, agendas, manuals, event programs, invitation flyers, yearbooks, program brochures, and posters.

Serve as liaison with college administration, academic personnel and students as well as community agencies, organization, professionals, vendors and other colleges to maintain up-to-date resource data.

Coordinate preparation of workshops and meetings, including travel arrangements for staff members and students in assigned programs.

Attend and assist at programs, sponsored workshops, seminars and other events as assigned.

Participate in budget development and justification; monitor budget expenditures; monitor and maintain spreadsheet and database for budgets and assigned programs; inventory and requisition necessary supplies commonly used within the office/instruction using District procedures.

Develop a wide variety of community contacts for resources for referrals; give general consultation and assist individual students in utilizing the many and varied services available.

Assist students in resolving paper work or system problems; expedite resolution of problems requiring utilization of off-campus resources.

Maintain control files on matters in progress and expedite their completion; coordinate and monitor special projects, assignments and activities; check reports, records, and other materials for accuracy, completeness and conformity with established standards of federal, state, and institutional guidelines.

Assist with the preparation of special program projects which may include but is not limited to: annual grant applications, budgets and annual reports and periodic reports and evaluations.

Consult with other program related organizations, advisory committees, and social service agencies on matters of program quality and enhancement.

Research and compile information and prepare periodic reports and evaluations in assigned program.

Other Duties:

Attend meetings and serve on college, local and state committees and organizations, as required.

Assist in the hiring process, train and direct the work of part-time temporary and student employees, as required.

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, two years of course work in public or business administration or a related field, and two years of administrative support experience.

Knowledge

Knowledge of: public and human relations techniques; research methods; report writing; presentation skills; current office procedures and practices including filing systems; 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 oral and written instructions; prioritize tasks and manage 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 duties of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current 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; 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 parcels, supplies or equipment up to 15 pounds. Indoor work environment.