



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: | Human Resources | | |
| Position Title: | HR Benefits and Retirement Coordinator | | |
| Last Incumbent or "New": | Maddison Burton | | |
| Date of vacancy or Date of Board approval of new position: | 10/02/18 | | |
| Salary Range: | 20 | | |
| Hours per week: | 40 | | |
| Months per year: | 12 | | |
| Bilingual Required: | N | | |

* 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: HR Benefits and Retirement Coor Date: 9/20/18

| 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). | <i>[Handwritten initials]</i> | 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>[Handwritten initials]</i> 9/21/18 | 2 | Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost. | |
| 3 | VP discusses request with President's Cabinet. | <i>[Handwritten initials]</i> 9/24/18 | 3 | VP or designee discusses request with Advisory Group. | |
| 4 | President makes final decision. VP presents to President's Advisory Group for information. | <i>[Handwritten initials]</i> 9/24/18 | 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 - \$ 3,504
Annual Salary - \$ 42,048 + 5% Confidential Stipend (2, 102.40)
Roll-Up Costs - \$11,622.90
Benefits Cost - \$ 23,078

Total Cost of Position - \$ 42,048 + 2,102.40 + 11,622.90 + 23,078 = 78,851.30
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