



Request to Fill Classified Positions

(All vacancies, increases in hours/months, and/or new 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. Replacement (no changes) or NEW position

Department:	Academic Affairs	Last Incumbent:	Alonso Alvarez
Position Title:	Admin.Assistant II	Date of vacancy:	8-15-13
Service Class:	11	Funding Source:	Gen fund
Hours per week:	24		
Months per year:	10 mos. 11 days	Bilingual Required:	Yes X or No <i>VP signature Required</i>
Days & Hours to be worked:	3:30pm-9:15pm M-Th	Night Shift or Graveyard stipend?	None NS X GY

2. Revised position or changed position (complete section above for comparison)

Department:		Last Incumbent:	
Position Title:		Date of vacancy:	
Service Class:		Funding Source:	Gen fund
Hours per week:			
Months per year:		Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:		Night Shift or Graveyard stipend?	None NS GY

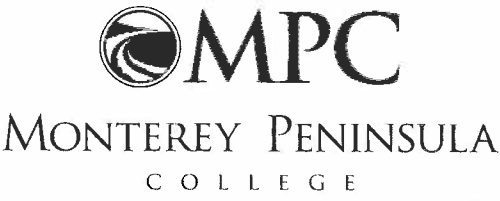
3. Annual Cost of the Proposal, and source of funds: The position is budgeted for 2013-14 for \$16,793 (Step A) + \$932 rollup = \$17,725.

4. Justification/Rationale, and Consequences of not replacing this position (use additional sheets as necessary): The evening Administrative Assistant II position at the Education Center at Marina was established in 2008-09. Since then MPC has realized significant growth in enrollments at the Education Center. We have more than doubled our fall semester enrollments since then: FA08 = 719, FA12 = 1584, with 37% of these enrollments in evening classes. For FA13 (as of 3 weeks prior to start of fall classes) 39.5% of our total Marina enrollments are in evening classes. Summer 2013 total enrollment was approximately 6.9% above that for Summer 2012 (based on headcount), and 39.5% of our summer enrollment was in evening classes. With enrollment growth we have also added more responsibilities to both the daytime Unit Office

Manager and the evening Admin Asst II in order to provide more services on an incremental basis based on increasing student needs for services.

Reverse this sheet, and use the table for tracking the progress of your request.

Classification/Position: AA II - Marina Date: 8-5-13

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>CL</i> 8-5-13	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>WT</i> 8-5-13	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>CL</i> 8-5-13	3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	<i>WT</i> 8/7/13	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: *[Signature]*

DATE: 8/7/13

President's Authorization: *Walt A. Tichy*
~~By Douglas Garrison~~

DATE: 8/7/13

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.

(See Reverse)

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Admin Asst II (evenings)

Dept/Program: Academic Affairs—Education Center at Marina

Submitted by: Laura Franklin

Search Committee Chair: Laura Franklin

PT/FTE: PT (24 hrs/week; approx .5 FTE)

New or Replacement: replacement

Service Category: 11

Salary/Benefit Costs: \$16,793 + \$932 rollup = \$17,725/yr

Net Additional Costs: n/a

Funding Source: Gen fund—Position is already budgeted for 2013-14 in 01-0090-0-4900-2101-2300-041-00-2301 for \$16,793 + 932 rollup = \$17,725 (Step A).

Are there Salary Savings: n/a.

(Note: Turnover savings are generally used to fund step increases)

Description of duties and responsibilities:

Provides administrative support for all faculty and students at the Education Center in Marina for evening classes. Also provides wide range of student services such as registration, check out of reserve materials, scheduling counseling and financial aid appointments, etc.

Special Considerations:

Does Position act as an entry point for the college? Should it be bilingual? Why?

Yes/yes. Position was established in 2008 with Bilingual Spanish requirement. All evening ENSL classes currently offered by MPC are offered at the Education Center at Marina. The majority of our ENSL students in Marina are native Spanish speakers.

I am requesting this position be considered by the Vice President to be designated Bilingual Required.

No, this position should not be bilingual required

What would happen if this position weren't approved?

There would be no administrative support for any evening classes in Marina. Offices would not be open, therefore eliminating opportunity for students to study, use computers for schoolwork, or utilize reserve materials. Evening faculty would not have administrative support or office resources available. Registration and other student services which are provided by Marina office staff would not be available during evening hours. Currently 39.5% of all Education Center enrollments are in evening classes.