

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:	Creative Arts		
Position Title:	Ceramics Studio Specialist		
Last Incumbent or "New":	Victoria Thompson		
Date of vacancy or Date of Board approval of new position:	Retirement Date: December 19, 2013		
Salary Range:	14 \$16.58 / hr		
Hours per week:	19		
Months per year:	10		
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 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: Ceramics Studio Specialist Date: 9/11/13

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>[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>	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>[Handwritten initials]</i>	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	<i>[Handwritten initials]</i>	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 .	<i>[Handwritten initials]</i>	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: Walt A. Tilly

DATE: 11/7/13

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.

ADDENDUM TO REQUEST TO FILL CLASSIFIED POSITION

Regarding the Ceramics Studio Specialist position, I had responded to questions #5 and #6 by succinctly stating that this position supports student learning primarily by mixing clay, glazes, and the firing of student projects and that without this position it would be impossible for students to begin or complete their class assignments.

Allow me to explain how the functions listed in the job description fit into the operation of the Ceramics/Glass Department and enable student learning. There are a wide variety of support activities performed by the Ceramics Studio Specialist that ensure student learning outcomes for those enrolled in ceramics and glass classes and also guarantee the safe operation of the facility in general. Here are a few:

The individual in the position of Ceramics Studio Specialist is responsible for mixing the clay that the students use to create their projects and practice their skills. The process of working in clay produces "scrap clay" that is collected and remixed and then reused in further projects. The technician must know the chemistry of clay to determine the proper recipe to restore this extra clay into usable clay suitable both for beginning students and more skilled students. Most importantly, this technician is someone who knows the dangers of working with powdered clay dusts, makes sure that procedures are done properly, and thereby eliminates any silica exposure that could put students, faculty, and staff at risk of contracting silicosis or other respiratory illnesses. Additionally, he or she must know how to safely operate a pug mill and be strong enough to do so.

The Ceramics Studio Specialist is also responsible for the safe mixing of glazes, slips, metallic oxides, and underglazes. These items must be used by the students to finish their work so that it is vitreous (meaning; strong, dense, impervious to moisture, safe for functional purposes) when fired to its mature temperature. The technician must be knowledgeable in ceramic glaze calculation and the safe handling of these potentially carcinogenic materials.

Another responsibility includes the loading, firing, and unloading of student ceramic projects. Once the students have completed their projects in the raw state, the work must be carefully loaded into the kilns for the initial firing. The fired work is then glazed and then loaded and fired again to nearly 2400 degrees Fahrenheit. This requires knowledge of the safe operation of the kilns, heavy lifting, and a sensitive handling of fragile student work. Kilns are preheated, fired, and cooled over a three-day period. Extensive training and experience is needed to be able to fire both electric and gas kilns to ensure both safety and the desired results. When the kilns are cooled and unloaded, the entire process begins again.

Other support activities include the maintenance of the kiln room and kiln furniture including scraping, grinding, vacuuming, and applying wash to kiln shelves; organizing/maintaining order of shops, classrooms, kiln room, glaze room, and storage areas; coordinating materials and supplies, conducting inventory of consumables unique to ceramics and hazardous waste labeling and disposal; assisting and supervising tool and equipment operation as well as other duties outlined in the position description.

Any one person cannot complete the above activities in a 19 hour per week position even with the assistance of faculty. Instructors help out as much as they possibly can by spending an incredible amount of time at the studio on weekends assisting with the firing, unloading, reloading, and fixing of the kilns, maintenance of specialized equipment, and general cleaning of the classrooms.

The Ceramic Studio Specialist is also assisted by a student worker who is paid for 10 hours per week. Many of the tasks performed by the technicians require a longer period of time to complete than they are legally permitted to work. Schedules must be flexible and the Specialist and the student worker must work well together and be able to coordinate their schedules so that one can relieve the other.

I do not know of any ceramics facility that operates without lab technicians. MPC's Ceramic studio certainly could not. Students would not be able to begin their projects without clay, nor would they be able to get them bisque fired and subsequently glazed fired to completion. The program would not be viable.

It is imperative for the Ceramics program to have a well-trained Ceramic Studio Specialist to ensure a healthy work space for all, students who are able to complete their projects and learn what is expected of them, and the creation of finished artwork and functional pottery that is safe to handle and use. Without this position student learning outcomes would be greatly jeopardized and the college would be incurring significant exposure to liability suits. MPC has a brand new ceramics facility currently being built and the Ceramics Studio Specialist position is absolutely necessary in order to run it.

Ceramics Studio Specialist

This position supports student learning primarily by mixing clay, glazes and firing student projects.

Without this position it would be impossible for students to begin or complete their class assignments.

Job Description/Title: Instructional Assistant I → Ceramics Studio Specialist
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

CERAMICS STUDIO SPECIALIST

Job Summary

Under general supervision, within a broad framework of standard policies and procedures, plan, organize, coordinate, and participate in a wide variety of responsible support activities related to the operation of the Ceramics Department which will include loading/unloading both gas and electric kilns, hands-on activities with glazes, clays, operation of a pug mill, repair, and maintenance and construction of shop equipment and assisting students with tools and equipment.

EXAMPLES OF FUNCTIONS

Essential Functions

Enable completion of student projects by coordinating the loading, firing, unloading of both gas and electric kilns as needed.

Mix clay, re-cycle clay; safely operate pug mill.

Mix glazes, oxides, and slips as needed.

Work with and assist ceramics faculty, student workers, and/or others in the instruction of small groups of students or individual students in assigned area; assist and supervise tool and equipment operation.

Coordinate materials and supplies for Ceramic Department operation including consumables unique to ceramics and hazardous waste labeling and disposal.

Assist supervisor in executing plans for the special assignment area; supervise students as directed.

Maintain kiln room and kiln furniture including scraping, grinding, and washing/vacuuming kiln shelves and insides of kilns; organize/maintain order of shops, classrooms, kiln room, glaze room, and storage areas.

Perform basic repairs of kilns, tools, and equipment.

Assist Ceramics Department faculty in determining the instructional and/or other materials required to accomplish the assigned tasks.

Provide ongoing inventory of raw materials to assist in ordering of supplies and equipment; conduct inventories and keep log.

Resolve conflicts within scope of authority; maintain sensitivity to aesthetic concerns of those involved.

Prepare a variety of letters and documents related to the operation of the Ceramics Department such as MSDS sheets, etc.

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

Keep routine records and files.

Other Functions

Operate basic audio/video and photographic equipment.

Perform other related duties, as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. Completion of approximately two years of college level course work in the area to which assigned or three years of field experience; specific knowledge and skills in the field assigned; and one year of recent related experience. Familiarity with the visual arts and basic studio art practices, ceramics studio practices and basic photography preferred.

Knowledge

Knowledge of: kilns, kiln firing, glaze mixing, shop and art studio practices; basic studio safety practices and equipment; ceramic studio clean-up procedures; variety of studio materials; basic fabrication skills; basic photography techniques; basic mathematical calculations; basic tool and ceramic equipment repair and maintenance; art documentation techniques; current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of software applications as needed to fulfill requirements of the job; and public and human relations skills.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; safely operate kilns and ceramic equipment; accurately/safely mix clays, glazes, slips and oxides as needed; safely operate pug mill; maintain and repair hand tools and power equipment; coordinate the safe labeling and disposal of hazardous materials; learn and successfully apply Ceramic Department policies, procedures, rules and regulations; demonstrate an understanding, patient and receptive attitude toward students learning in the studio environment; work successfully with faculty and students/small groups of students; accurately operate a gram scale; accurately and efficiently use software programs to create/produce letters, documents as needed to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; analyze situations and make decisions, within scope of authority, on effective course of action using diplomacy, tact, friendliness, poise and firmness; 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:

Moderate to heavy physical effort; occasional standing or walking; periodic handling of moderate weight parcels up to 50 pounds. Indoor/outdoor work environment. Must wear respirator and/or other safety equipment as appropriate.