



MPC

MONTEREY PENINSULA COLLEGE

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

Table with 4 columns: Replacement (No Changes), Replacement with requested changes, New Position (not a replacement), and rows for Department, Position Title, Last Incumbent, Date of vacancy, Salary Range, Hours per week, Months per year, Bilingual Required.

\* 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:** Library Specialist-Circulation      **Date:** 6/16/14

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). Div.Chair: DRuiz speaks with Assoc Dean. Dr.Knolle	<i>DR</i> 6/11/14	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>VP</i> 5/12/14	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		3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	<i>VP</i> 8/13/14	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: \_\_\_\_\_ 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.

**How this position affects Student Learning:**

The library circulation desk is the face of the library to all the students, faculty and staff. Over 3,700 course reserves are circulated each month. These are the materials that instructors place on hold for student use, they are primarily textbooks and dvds. Without access to reserves and other library materials students would not be able to complete courses, do research or write papers and speeches.

Every Campus General Education Outcome as well as each of the Library's Student Learning Outcomes are based upon the ability to have resources to support reading, writing, research, communication, analytical thought, support scientific inquiry and human thought and achievement in every branch of literature, language, fine and performing arts, health and self development.

The person in this position is the primary person at the circulation desk circulates all library materials and instructor designated course items to students. Additionally the person in this position has front line responsibilities that directly support students' use of the library and its services, including: making group room reservations, handing fines and fees, troubleshooting general office equipment and group room technology, issuing library cards and interpreting policies and procedures.

**What would happen if this position was not approved:**

Eleven hours a day are staffed by 3 part time Library Specialists, so that 2 people are at the desk most of the day, secondary hours are done by the Library Circulation Desk Coordinator, and the Library Specialist- Interlibrary loans and Circulation positions. Statistics from Fall 2013 show that over 4,000 items are circulated each month during the semester, average intensity statistics show that about 45 transactions happen per hour. Some of these interactions are only a minute, however probably most are 2-3 minutes and can last several minutes depending on the need. It takes 2-3 people to work the desk in the busiest times between 9-3pm.

Without this position, current staff would have to cover additional public service hours at the front desk and that would lead to the reduction of their work in new materials purchasing and processing, interlibrary loans, displays, committee participation (Health & Welfare, Accreditation, College Council, etc.) and other duties too numerous to mention. Without this person, we would have to consider reducing hours. We lost 14 hours in circulation as of August 2013. That loss impacted the library's hours of service and we reduced our evening hours from 8pm to 7pm.

I also think that the stress level of staff would increase in response to having to work without secondary support at the front desk.