

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 type="checkbox"/> New Position (not a replacement)
Department:	Humanities	Humanities	
Position Title:	Instructional Technology Specialist	Instructional Tech Specialist	
Last Incumbent or "New":	Gabino Valladares	Gabino Valladares	
Date of vacancy or Date of Board approval of new position:			
Salary Range:	22F	22F	
Hours per week:	36	40	
Months per year:	10.55	12	
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.

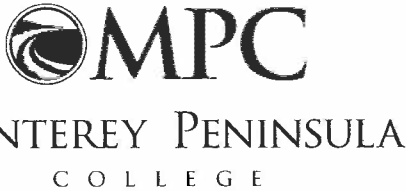
2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how 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:

X 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: _____ **Date:** _____

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> 10/2/14	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>[Handwritten initials]</i> 10/2/14	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>[Handwritten initials]</i> 10/2/14	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.

9-24-14

Request for position change: Gabino Valladares, Instructional Technology Specialist

2. Annual cost: \$14, 533 (per Connie Andrews—see attached)

3. Sources of additional funds: \$8500 from Student Services (Larry Walker); \$6033 from Marina and Continuing Education budgets (Laura Franklin)

4. Justification:

Gabino Valladares is employed as the Humanities and Social Sciences Divisions' Instructional Technology Specialist. As such, he provides technology oversight for the ESL lab, the Humanities building, the Humanities and Supportive Services building, the Social Science building, and the Child Development Center. During the 4 hours per week he is not working in this capacity, Gabino is employed by Student Services to provide technology assistance in the TRiO Learning Center. Unfortunately, Gabino's position has not been revised to reflect this addition to his workload. TRiO's need is significant; there are 39 student laptops and 21 netbooks that require tech support. The netbooks are used primarily in the summer by the Upward Bound program, and Gabino's position is currently a 10.5 months position, so typically he is off schedule most of the summer. Student Services has identified a need for ongoing and dedicated technical support to meet the expansion of technology throughout Student Services programs and operations; thus, far, Gabino has provided the only ongoing assistance. Increased technical support is noted as a high priority in Student Services program review, action plans and program reflections.

Another challenge associated with instruction and technology support has to do with the Education Center in Marina. Currently, there is no assigned, dedicated technology support for the Marina campus, and thus there is no regular, proactive maintenance and planning for the campus' technology. ESL and ESSC labs have no ongoing technological support, and the classroom technology needs are largely overlooked. Technology issues have been supported by various IT staff; this practice has not been efficient or in some cases effective.

On average, approximately 60% of all Marina classes are offered by Humanities and Social Sciences. Since Gabino is the Instructional Technology Specialist assigned to support technology in those two divisions, support for the majority of the Humanities and Social Sciences classes and labs will be consistent between the Monterey and Marina campuses, thereby facilitating the use of instructional technology by our faculty who teach on both campuses.

If approved, with adequate instructional tech support provided to these areas by this position, IT staffing resources will benefit from not having to respond to every tech problem at the Education Center, thereby addressing part of the staffing resource challenges as reported by the IT department.

5. Impact on Student Learning. This position directly supports student learning as it is an Instructional Technology Specialist position. The current assignment is to support Humanities and Social Sciences, and the proposed expansion will include support for the TRiO Learning Center and the Marina campus, neither of which have had regularly assigned instructional technology support. The TRiO Learning Center currently has 61 student computers, and the Marina campus currently has 67 student computers, with a request for an additional 12 student computers being vetted through AAAG. Marina classrooms also have teaching podium computers (7 total) requiring regular upkeep and support.

6. If the change is not approved: We will continue to impact students' and faculty's ability to access instructional technology resources as efficiently as they need to. We will also have to report to the ACCJC that we are not in fact providing adequate resources to support instruction, regardless of location or mode of delivery. IT staff will continue to have to provide ad hoc support to these areas, typically after there is a problem.

CLASSIFIED POSITIONS, COSTS			SALARY COSTS AT RATES OF JULY 1, 2014				9/16/14
AREA	DEPT. (COST CENTER)	JOB TITLE	NOTES	SALARY	BENEFITS	H & W	TOTAL
Instruction	Dept. 0301, Div. Ofc. Humanities	Instr. Tech. Spec. Rng. 22 (36 hrs, 10.55 mos)	G. Valladares (Base pay 22F/mo. \$4,481, at 90% for 36 hrs/wk is \$4,032.90/mo., times 10.55 mo.)	\$42,547	\$12,539	\$19,927	\$75,013
Instruction	Dept. 0301, Div. Ofc. Humanities	Instr. Tech. Spec. Rng. 22 (40 hrs, 12 mos)	Base pay 22F \$4,481 times 12 mo.	\$53,772	\$15,847	\$19,927	\$89,546
		Cost Increase, @ Full Year 2014-15		\$11,225	\$3,308	\$0	\$14,533

* Benefits @ rate as of 7/1/14, or 29.471%.