

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:	Superintendent/President		
Position Title:	Executive Assistant to the President and the Governing Board (confidential)		
Last Incumbent or "New":	Carla Robinson		
Date of vacancy or Date of Board approval of new position:	December 29, 2012		
Salary Range:	\$3,960-\$5,070 + 5% confidential stipend		
Hours per week:	40 + overtime		
Months per year:	12		
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)


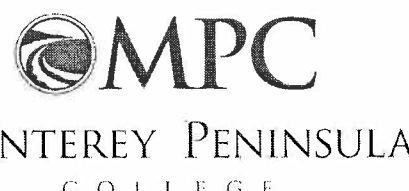
I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:

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: Executive Asst. to S/P

Date: 11/5/12

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).		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.		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		3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.		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: 11-5-12

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.

Request to fill Classified Position – **Executive Assistant to the Superintendent/President and the Governing Board**

2. Annual Cost of the Proposal

Salary -	\$49,896
Roll-up-	15,301
H&W	<u>23,568</u>
TOTAL	\$88,765

(Included in budget.)

3. Source of Additional Funds

N/A

4. If requesting changes to the position, provide the justification/rationale.

N/A

5. Explain how this position supports student learning.

This position provides administrative assistance to the Board of Trustees and the Superintendent/President and therefore indirectly supports student learning by ensuring that the highest levels of leadership, who are setting policy and direction for students, function effectively.

6. Explain what would happen if the position were not approved.

Essential functions would not be completed, such as taking and producing minutes of the Board of Trustees' meetings, managing the superintendent/president's calendar, providing the interface between the public and college community and the superintendent/president, and maintaining required permanent records of the District.

7. Bilingual required.

N/A

8. Job description

Attached.

JOB TITLE: Executive Assistant to the Superintendent/ President and the Governing Board
Approved, MPC Associate Dean, Human Resources: 6/1/2009
Board Approved: 11/24/2009

MONTEREY PENINSULA COLLEGE

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT AND THE GOVERNING BOARD CONFIDENTIAL

JOB SUMMARY

Under the general direction of the Superintendent/President, provide assistance and support to the Superintendent/President and Governing Board by performing a wide variety of complex, technical, and responsible duties related to the day-to-day functions of the President's office; serve as recording secretary to the Governing Board; assist in maintaining a positive image of the District. Initiate and exercise independent judgment in the application and follow through of administrative decisions; provide extensive public and organizational contacts with accurate interpretation of policies, procedures, and standards. Maintain a high level of confidentiality.

ESSENTIAL FUNCTIONS

Organize and manage the day-to-day activities of the Superintendent/President's office to assure efficient and effective office operations, setting priorities and meeting critical deadlines; coordinate communications; perform administrative details of the Superintendent/President's office.

Assemble, prepare and distribute board agendas, minutes and supplemental materials; attend Board and other meetings and record proceedings; prepare comprehensive official minutes; maintain official records including an index of Board actions for historical and reference purposes. Maintain the Governing Board Policy Handbook.

Process administrative details not requiring the immediate attention of the Superintendent/President; perform a variety of technical and confidential duties independently in support of the administration; interpret and apply rules and regulations as appropriate.

Manage the Superintendent/President's calendar; schedule meetings and appointments.

Exercise independent judgment concerning matters requiring the Superintendent/President's attention to assure timely action; remain current concerning problems, situations and conditions of special interest to the Superintendent/President.

Act as an information source regarding the college's policies and procedures; provide information where judgment, knowledge and interpretations are required especially in the proper handling of confidential information; maintain currency in College rules, regulations, policies and procedures.

Prepare a variety of correspondence documents, resolutions, manuals, statistical reports, and final reports independently and/or from oral instructions; verify data for accuracy, completeness and compliance with established procedures; input and retrieve data in computer systems; transmit orders, decisions and memoranda from the Superintendent/President and the Governing Board.

Answer telephone; interview office visitors and answer questions, resolve complaints where appropriate, and provide desired information, or refer to appropriate source.

Arrange appropriate office support services such as reception coordination, planning logistics and providing materials; work with other offices and agencies coordinating specific activities ensuring successful accomplishments and/or results.

Exercise discretion in representing the office of the Superintendent/President and the Governing Board.

Maintain calendar of events for Superintendent/President and the Governing Board; make travel arrangements and process travel expense claims.

Other Functions

Perform other related duties as assigned.

Direct and monitor personnel assigned to the office.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of training, experience and education would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in office administration or a related field, and four years of experience performing complex and challenging administrative support for a high level administrator involving analytical and technical skills, extensive public contact, and the coordination of office projects and activities.

Knowledge

Knowledge of: current office administration practices and techniques; software and computer usage as needed to fulfill the requirements of the job; a variety of office equipment; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills including tact, patience and courtesy and public relations techniques.

Ability

Ability to: communicate effectively both orally and in writing; independently carry out oral and written instructions; maintain security and confidentiality of records and information; work efficiently on several tasks simultaneously; effectively prioritize and schedule work to meet schedules and deadlines; independently compose correspondence and other written materials; accurately take and transcribe minutes of meetings; answer phone and greet public in a professional and courteous manner; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; research, compile, analyze, interpret and prepare a variety of administrative reports; learn and successfully use new software programs as required to fulfill the requirements of the job; accurately interpret, apply and explain rules, regulations, policies and procedures as needed; learn and apply the Brown Act; use appropriate and correct English grammar, spelling, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; 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

Indoor work environment; light to moderate physical effort; occasional standing or walking; periodic handling lightweight parcels or supplies.