

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

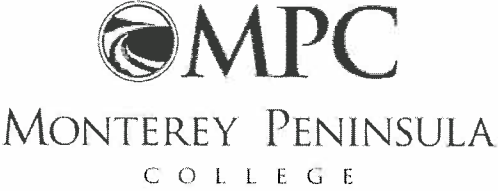
	<input type="checkbox"/> Replacement (No Changes)	<input checked="" type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	CAD Lab		
Position Title:	Instructional Technology Specialist		
Last Incumbent or "New":	Gabino Valladares		
Date of vacancy or Date of Board approval of new position:	8/27/12		
Salary Range:	22		
Hours per week:	16	Return hours to 19 (as described in previous job description)	
Months per year:	11 mo		
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: Instructional Technology Specialist-CAD Lab Date: 9/11/12

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).	<i>[Handwritten initials]</i> 9/12/12	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	<i>[Handwritten initials]</i> 9/12/12
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	<i>[Handwritten initials]</i> 9/15/12	2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	<i>[Handwritten initials]</i> 9/15/12
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: _____

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.

On a separate sheet, answer the below questions regarding the position.

- **Annual Cost of the Proposal:**
The approximate annual cost of our proposed additional 3 hours is \$2,907.36 annually. However, \$2,710.22 will be covered by the annual salary savings involved with hiring a new staff member, leaving a final cost of only **\$197.14 annually** (see explanation below). If the increased hours are not approved, there are no additional costs.
- **Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years**

We wish to reinstate the weekly work hours to 19 from 16 (which is the historical number of weekly hours for the position). This position was decreased from 19 to 16 hours per week because of employee availability, please note that the elimination of 3 weekly hours was NOT due to reduced workload in this area. These additional 3 hours per week would be funded for the most part by the \$2,710.22 annual savings from new employee at Range 22A versus incumbent's Range 22D&E.

Savings: Budgeted annual salary for 2012-13 = \$18,095 (current position 762 hours annually)
Range 22A is \$20.19/hr. 762 hours x \$20.19/hr = \$15,384.78
Annual Savings = \$2,710.22

Expense: 3 additional hours x \$20.19/hr = \$60.57/wk increase. \$60.57/wk x 48 weeks = Annual Expense: \$2,907.36 annually

Cost: \$197.14 annually (\$2,907.36 - \$2,710.22 = \$197.14)

Furthermore, there may be opportunities for generating additional funds in the lab space by considering new computer lab uses, such as the ASE Internet Based Testing Center proposal brought forward by James Lawrence and the Automotive Technology Department.

- **If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.**

Justification/Rationale:

James Lawrence and the Automotive Technology program have the opportunity of providing an ASE Internet Based Testing Center (see pages 7 and 8 for details) and becoming the testing hub in the Central Coast region. If the hours of the position were reinstated to 19 hrs per week, the Instructional Technology Specialist in the CAD Lab could help facilitate this testing center as well as provide increasing demands for technology support to INTD, DRAF, FASH, ENGR, PHOTO, HOSP, and MAST students.

The Instructional Technology Specialist's duties have expanded beyond supplying support to the CAD Lab and occasionally helping out in Life Sciences. The additional 3 hours will not begin to fill the increased Life Science Division computer/technology support needs but it would definitely help.

With increased use of technology in classrooms, labs, and offices, the need for computer technology support is growing by leaps and bounds. Aside from the new opportunities in Automotive Technology listed above, the use of computer technology in Automotive Technology as well as Medical Assisting, Dental Assisting, Family Consumer Sciences, Biology and other programs has grown tremendously and needs support.

Despite our increasing reliance on diverse, specialized, often complex technology, our level of division computer/technology support is currently at an all time low. In order to continue meeting the needs of faculty, staff and students in Life Sciences, we need to address the insufficient level of computer/technology support in our large and diverse division. The science and CTE curricula in our area are especially dependent on computers, diverse and specialized software, printers, plotters, networks, and peripheral devices that must be maintained and supported.

Consequences of not making the change:

Programs will suffer. As we use technology in all of our offices, teaching spaces and labs, the absence of this computer support would jeopardize our ability to effectively continue the current level of technology used and incorporate necessary new technology into the curriculum. We will also struggle to run an efficient division center.

- **Explain how this position supports student learning.**

The function of this lab is crucial to the success of students pursuing the Interior Design Certificate and the Drafting Certificate. Students need these classes in order to learn how to express their ideas in a manner that a client and other design/build professionals can understand. In order to adequately support the CAD Lab (which serves students in INTD, DRAF, FASH, ENGR, PHOTO, MAST, HOSP, and potentially more) we need at least 16-20 hours/week of dedicated support during the day.

Despite a focus on CAD courses and the GIS course, this Instructional Technology Specialist also ensures that students and faculty throughout the life sciences are able to use technology reliably, effectively and efficiently. Our division office and many instructional programs rely heavily on the support provided by this position.

- **Explain what would happen if the position weren't approved.**

CAD lab operations would halt. Classes in INTD, MAST, ENGR, PHOTO, FASH, and DRAF could not be taught. Automotive Technology program will have definite problems with instructional computer/technology needs. Computer use is integral to its labs.

- **Bilingual (Spanish)**

- No, this position should not be bilingual required

- 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>

Job Description/Title: INSTRUCTIONAL TECHNOLOGY 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
INSTRUCTIONAL TECHNOLOGY SPECIALIST**

JOB SUMMARY

Under general direction, perform the setup, operation and maintenance of computer labs, smart classrooms, peripherals and other instructional equipment. Assist faculty and students with integration of technology into instruction. Receive limited supervision within a broad framework of standard District policies and procedures.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Provide orientation regarding the installed technical tools for faculty, staff and students in the assigned lab; serve as an instructional technology resource for faculty, staff and students as it pertains to the specific area of instruction; conduct in-service training programs for faculty and staff including workshops and demonstrations.
2. Receive, respond, prioritize, and follow through on faculty and staff requests/inquiries related to the use, modification, and /or enhancement of hardware and/or software.
3. Provide effective and timely resolutions to assigned tasks which may include, but are not limited to, preparing desktop computers for use; installing operating systems, software applications, and basic software tools.
4. Troubleshoot and maintain software and computer-related hardware as needed; assist faculty and other staff in troubleshooting less technical problems; test systems to insure functionality in the technical environment; maintain/clean printers and associated software and hardware in assigned area to include ordering/replacing cartridges, drum kits and other items as needed.
5. Maintain a current working knowledge of technology developments, as it relates to the assigned area.
6. Develop understanding of the subject matter being taught, as it pertains to the technology being used, in the lab and the smart classrooms in the assigned area; respond to student questions about subject matter as it pertains to the technology being used.
7. Collaborate with campus Information Systems staff in selection of technology hardware and software and in decisions regarding networking, security strategy, computer set-up, desktop design and related technology issues; obtain vendor price quotes on software application/replacement parts, some new equipment and technical service on PCs and/or Macintosh computers and all peripheral equipment.
8. Develop, implement and maintain student network used in assigned lab (e.g., install server software, set user rights and privileges, install user application/modules, write logon scripts, install upgrades and patches, perform backups, and perform appropriate non-warranty hardware repairs) including a strategy for appropriate system security. Develop and maintain graphical user interface for students, integrating web sites, software, and faculty-developed course materials.
9. Provide content and create tutorials for using equipment and software; provide access to electronic information, general Internet use and instruction through network/Internet technology.
10. Assist faculty in technical aspects of developing instructional materials for workshops and curriculum projects for use in the classroom, maintaining and implementing instructional web sites and strategies, and selecting/implementing new software and hardware; assist faculty and staff in the development of alternative teaching delivery methods and technologies.
11. Write memos and reports; assist with writing system configuration diagrams as needed.
12. Report network failures and assist Network Engineers in maintaining network stability in assigned area.
13. Install, operate and maintain a variety of computers, audio/visual equipment, scanners, document cameras and other peripheral equipment in the assigned labs and smart classrooms; answer questions about faculty and staff computers installed in the lab.
14. Maintain and update a database of hardware inventory and repair history; maintain a physical library comprised of all media and documentation of all application software, operating systems, custom scripts, custom applications and commercial applications used by students and staff.
15. Make appropriate requests to various departments within the College for assistance with student/faculty furniture, lighting, installation of some equipment in assigned area.

Other Duties

Perform other related duties as assigned.

Create multimedia productions, if directed to do so, based on instructor content.

Participate on committees as required.

EMPLOYMENT STANDARDS**Education and Experience**

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed here in. For example, completion of college coursework in computer skills or a related field or three or more years of recent experience troubleshooting and repairing PCs in a network-training environment; a college degree in computer science, business administration or related field is preferred.

Knowledge

Knowledge of: Windows Network and current Windows Server operating systems, knowledge of relational databases, knowledge of Microsoft FrontPage web authoring software, personal computer operating systems and Macintosh operating systems; E-mail applications; network hardware, peripherals (scanners, printers, etc.) and software; personal computer languages used within the College; troubleshooting techniques; current office methods and practices.

Abilities

Ability to: analyze problems and implement or recommend solutions; prioritize tasks and do several tasks simultaneously; accurately and efficiently install new software as required; write software documentation as needed; listen effectively; display expert and innovative use of hardware and software concepts and principles; quickly learn and adapt to new software applications; quickly learn and be able to provide assistance in new technologies and software as needed to fulfill requirements of the job; apply specialized computer knowledge to instructional delivery systems; analyze system behavior and quickly and correctly interpret and resolve complex computer problems; analyze, implement and maintain advanced network architectures; write reports and memos as needed; use appropriate and correct English grammar, punctuation and spelling; communicate effectively in both oral and written form, establish and maintain effective working relationships; 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

Primarily an indoor working environment. Moderate physical effort. May require stooping, bending, kneeling, periodic lifting up to 50 pounds, crawling and walking. Requires dexterity to wire computers and peripherals and make minor repairs to computer equipment.



PROMETRIC

BECOME A TEST CENTER

In January 2012, Prometric will become the exclusive provider of ASE computerized exams. To increase candidate access to the ASE exam, Prometric is looking for testing partners in select locations to establish an IBT center to deliver ASE exams.



Who is Prometric?

We have a global network of testing centers in 131 countries, with more than 27,000 testing seats world wide.

We offer a fully integrated testing system that includes test development, test delivery and data management capabilities.

We deliver more than 8 million exams each year.

We have over 450 clients in the academic, professional, government, corporate, and information technology markets.

Become one of the first ASE Internet Based Testing (IBT) test centers in the country



What is Internet Based Testing?

Easy to use and administer

With no server to maintain and a simple readiness process, the IBT platform is ideal. The exam can be easily launched from your internet browser. Most exams run from 30-60 minutes, making it easy for test centers to schedule other activities.

What are the benefits for my test center?

- Become one of the first delivery partners in this landmark program.
- Improve career opportunities for students.
- Offer a convenient test option to your students and community.
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ASE Test Center Requirements

Most institutions will find that a Prometric Internet Based Testing (IBT) center will fit nicely into their existing computer facilities and test center operations. An IBT test center can be established using most existing internet connected computers. Most locations will only need one or two computers and they can be used for other purposes when IBT exams are not being delivered. IBT delivery allows your institution to establish a testing schedule that coincides with your regularly scheduled testing hours.

WORKSTATION REQUIREMENTS

- Pentium Class computer – 75 MHz or higher processor speed
- 32 MB RAM, 500 MB free disk space
- IE v5.0.1 or newer
- Java
- High-speed internet connection (eg: DSL or cable)
- Printer
- 17" Monitor

STAFF

- Must be a member of the faculty or school administration
- Ensure examinations are delivered in a secure manner
- Cannot partake in coaching activities specific to exam content
- Must complete online training and certification

TESTING ROOM REQUIREMENTS

- Adequate spacing between workstations
- Test station must be positioned to allow clear observation
- Computers need to be arranged forward facing
- Allow easy access to the test taker
- Free from outside distractions
- Must not contain items relating to testing material



For more information contact: pro-site:recruitment@prometric.com

CLASSIFIED POSITION REQUEST

Position Title: Instructional Technology Specialist

Dept/Program: Computer Aided Design Lab (CAD)

NOTE: The CAD lab is an institutional lab with its own independent budget. Although the lab is managed by the Life Science Division personnel, it is a multi-divisional, multi department computer lab.

Submitted by: Heather Faust/Sunshine Giesler

PT/FTE: PT

New or Replacement: Replacement with request to reinstate position to 19 hours per week, 11 months Currently 16 hours/week, 11 months

Service Category: 22

Salary/Benefit Costs: Annual Salary \$ 18,095; \$ no benefits;

Total Costs: \$ 19,099 (salary \$18,095 + \$1,004 SUI, WC, etc.)

Funding Source: General Fund -- CAD Lab budget -- 2400

Are there Salary Savings:

Yes, but we would like to increase the hours of the position from 16 hours per week to 19 hours per week. This increase cost would be covered by the savings except for \$197.14 annually.

Savings: \$2,710.22 annually (current employee at 22D/E = \$18,095 annually versus new employee at 22A = \$15,384.78 annually)

Expense of additional 3 hours: \$2,907.36 annually

3 additional hours x \$20.19/hr = \$60.57/wk increase. \$60.57/wk x 48 weeks = \$2,907.36 annual expense.

uncovered expense = \$197.14 annually

Description of duties and responsibilities:

JOB SUMMARY

Under general direction, perform the setup, operation and maintenance of computer labs, smart classrooms, peripherals and other instructional equipment. Assist faculty and students with integration of technology into instruction. Receive limited supervision within a broad framework of standard District policies and procedures.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Provide orientation regarding the installed technical tools for faculty, staff and students in the assigned lab; serve as an instructional technology resource for faculty, staff and students as it pertains to the specific area of instruction; conduct in-service training programs for faculty and staff including workshops and demonstrations.

2. Receive, respond, prioritize, and follow through on faculty and staff requests/inquiries related to the use, modification, and /or enhancement of hardware and/or software.
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4. Troubleshoot and maintain software and computer-related hardware as needed; assist faculty and other staff in troubleshooting less technical problems; test systems to insure functionality in the technical environment; maintain/clean printers and associated software and hardware in assigned area to include ordering/replacing cartridges, drum kits and other items as needed.
5. Maintain a current working knowledge of technology developments, as it relates to the assigned area.
6. Develop understanding of the subject matter being taught, as it pertains to the technology being used, in the lab and the smart classrooms in the assigned area; respond to student questions about subject matter as it pertains to the technology being used.
7. Collaborate with campus Information Systems staff in selection of technology hardware and software and in decisions regarding networking, security strategy, computer set-up, desktop design and related technology issues; obtain vendor price quotes on software application/replacement parts, some new equipment and technical service on PCs and/or Macintosh computers and all peripheral equipment.
8. Develop, implement and maintain student network used in assigned lab (e.g., install server software, set user rights and privileges, install user application/modules, write logon scripts, install upgrades and patches, perform backups, and perform appropriate non-warranty hardware repairs) including a strategy for appropriate system security. Develop and maintain graphical user interface for students, integrating web sites, software, and faculty-developed course materials.
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14. Maintain and update a database of hardware inventory and repair history; maintain a physical library comprised of all media and documentation of all application software, operating systems, custom scripts, custom applications and commercial applications used by students and staff.
15. Make appropriate requests to various departments within the College for assistance with student/faculty furniture, lighting, installation of some equipment in assigned area.

Special Considerations:

This computer lab provides support not only to Life Science programs but also Physical Science and Creative Arts. It is an institutional lab that is supported by Life Science Division personnel. The CAD Lab Instructional Technology Specialist, the Family and Consumer Science Department Head, the Life Science Division Chair, and the Life Science Division Office Manager all support the lab's administrative needs.

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

NO

What would happen if this position weren't approved?

- CAD lab operations would halt. Classes in INTD, MAST, ENGR, PHOTO, FASH, and DRAF could not be taught.
- Students in INTD and DRAF would no longer be able to complete their certificates.
- Ability to use current technology will be limited in all of the above listed courses as well as AUTO and certain Life Science departments (including DNTL, MEDA, and the division office).

- The CAD lab computers and software would no longer be maintained or supported, leaving these expensive resources to deteriorate.
- There would be no PC support in the Life Science division, which could impair our ability to complete many division office tasks (submitting schedules, maintaining records, communicating with the servers, managing budgets, etc...). FACS, AUTO, DNTL and MEDA departments rely heavily on support from this instruction technology specialist to install software, set-up and maintain network connections, solve server issues, install virtual PCs, and much more.
- The Life Science division would no longer have a dedicated IT specialist. As we use technology in all of our offices, teaching spaces and labs, the absence of this computer support would jeopardize our ability to effectively incorporate technology into the curriculum.
- The Life Sciences would no longer have this direct liaison with the IT department. We would be relying on a single biology lab manager to attempt to solve and troubleshoot all of our IT problems and challenges. While this manager is well intentioned, resourceful, and intelligent, we need to remember that they are not a trained IT specialist and they may not be able to accomplish all technology related tasks with the same efficiency and ease as someone with specific training or experience in computer science. We also need to remember that our biology lab managers are often occupied with other duties (such as setting up labs, collecting specimens in the field, growing bacterial cultures, and many other time sensitive tasks) and as such, they are not always be available when a computer based “crisis” needs attention.
- The AUTO program would not be able to pursue the opportunity to provide the ASE Internet Based Testing Center at our campus. See pages 4 and 5.



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WORKSTATION REQUIREMENTS

- Pentium Class computer – 75 MHz or higher processor speed
- 32 MB RAM, 500 MB free disk space
- IE v5.0.1 or newer
- Java
- High-speed internet connection (eg: DSL or cable)
- Printer
- 17" Monitor

STAFF

- Must be a member of the faculty or school administration
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