



Request to Fill Classified Positions

(All vacancies, increases in hours/months, and/or new 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. Replacement (no changes) or NEW position

Department:	Academic Affairs	Last Incumbent:	Diana Tomasi
Position Title:	AdmAsstIII/Instruct. Contracts Coordinator	Date of vacancy:	10-22-12
Service Class:	18	Funding Source:	Gen fund
Hours per week:	40		
Months per year:	12	Bilingual Required:	Yes or NoX <i>VP signature Required</i>
Days & Hours to be worked:	8:30am-5pm M-F	Night Shift or Graveyard stipend?	NoneX NS GY

2. Revised position or changed position (complete section above for comparison)

Department:		Last Incumbent:	
Position Title:		Date of vacancy:	
Service Class:		Funding Source:	
Hours per week:			
Months per year:		Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:		Night Shift or Graveyard stipend?	None NS GY

3. Annual Cost of the Proposal, and source of funds: The FT position being replaced is budgeted for 2012-13 for \$39,172 + 11,817 rollup = \$50,989. There is also \$20,531 for medical benefits for this position. The position is already budgeted in 01-0040-0-6010-2202-2100-000-00-2101 for 2012-13.

4. Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary): This position provides the sole administrative support for the Dean of Instruction as well as for the Basic Skills Committee and all of the BSI activities. This committee includes both Academic Affairs and Student Services representation and BSI funding supports activities in both

areas. In addition, this position is responsible for providing all the support for the instructional contract program under the Dean of Instructional Planning, and assists in developing FTES projections and tracking budget expenditures for the instructional contracts. This requires this person to work with several off campus agencies to collect, track and record information for the instructional agreement process.


If this position were not filled, there would be no administrative support for the Dean of Instruction and the various activities conducted through that office or for the Basic Skills Committee and its activities and projects. Moreover, the college would be unable to process the required paperwork for the instructional agreements. This would have a major negative impact on the ability of the Office of Academic Affairs in accomplishing their mission of supporting the educational program at the college.

5.

Reverse this sheet, and use the table for tracking the progress of your request.

Classification/Position: Admin Assist III/Instructional Contracts Coordinator

Date: 1/4/13

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).	L.F. 1-24-13	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.	[Handwritten initials]	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	[Handwritten initials]	3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	Walt Tribley	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: Walt A. Tribley
Dr. Walter Tribley

DATE: 1/24/13

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.

(See Reverse)

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Administrative Assistant III/Instructional Contract Coordinator

Dept/Program: Academic Affairs

Submitted by:Michael Gilmartin

Search Committee Chair:Laura Franklin

PT/FTE: 1.0 FTE

New or Replacement: Straight replacement

Service Category:18

Salary/Benefit Costs: \$38,052 + \$11,480 rollup + \$20,531 for medical= \$70,063/yr

Net Additional Costs: n/a

Funding Source: Gen fund—FT position is already budgeted for 2012-13 in 01-0040-0-6010-2202-2100-000-00-2101 for \$39,172 + 11,817 rollup + 20,531 medical = \$71,520.

Are there Salary Savings: There is minimal salary savings of about \$1,000.

Description of duties and responsibilities:

Provides the sole administrative support for the Dean of Instruction and the activities conducted by that office and for the Basic Skills Committee and their activities and projects in Academic Affairs and Student Services; also provides support for Instructional Contracts and the enrollment management of that area.

Special Considerations:

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

No/no

- I am requesting this position be considered by the Vice President to be designated Bilingual Required.
 No, this position should not be bilingual required

What would happen if this position weren't approved?

There would be no administrative support for the Dean of Instruction or for maintaining and supporting instructional contracts. These are critical functions in Academic Affairs and there is no other staff in the department to provide this support. Not having this position would negatively affect the FTES generation of the college.