



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:	Olivia Cessa
Position Title:	AdmAsstII	Date of vacancy:	10-29-12
Service Class:	11	Funding Source:	Gen fund
Hours per week:	19		
Months per year:	10 mos. 11 days	Bilingual Required:	Yes X or No <i>VP signature Required</i>
Days & Hours to be worked:	4:30pm-9:15pm M-Th	Night Shift or Graveyard stipend?	None NS X GY

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

Department:	Academic Affairs	Last Incumbent:	
Position Title:	Admin Asst. II	Date of vacancy:	
Service Class:	11	Funding Source:	Gen fund
Hours per week:	24		
Months per year:	10 mos. 11 days	Bilingual Required:	YesX or No <i>VP signature Required</i>
Days & Hours to be worked:	3:30pm-9:30pm M-Th	Night Shift or Graveyard stipend?	None NS X GY

3. Annual Cost of the Proposal, and source of funds: The current 19 hrs/wk position is budgeted for 2012-13 for \$16,335 (Step D/E) + \$907 rollup = \$17,242. This request includes an addition of 5 hrs/week for a total of 24 hrs/week. The cost for the additional 5 hrs/week is \$3494(at Step A) plus the additional rollup of \$194 = \$3688. The funding source for the difference is a portion of the savings from the replacement of the FT Administrative Asst. III position (also in Academic Affairs—from Sandoval retirement) which was previously Y-rated at a Range 21 salary and budgeted in 2012-13 for Range 21 at \$63,216 (including a longevity stipend). The savings to be realized from the replacement of that Admin Asst. III position at Range 18 is \$21,283; a portion of this savings will be used to fund the additional hours in the Marina Admin Asst II position requested here.


4. **Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary):** The evening Administrative Assistant II position at the Education Center at Marina was established in 2008-09 as a 19 hrs/week position. The position has not been revised since then and MPC has realized significant growth in enrollments at the Education Center during these past four and a half years. We have more than doubled our fall semester enrollments since then: FA08 = 719, FA12 = 1584, with 37% of these enrollments in evening classes. With enrollment growth we have also added more responsibilities to both the daytime Unit Office Manager and the evening Admin Asst II. As currently scheduled and funded, their positions do not overlap: the daytime shift is scheduled to end at 4:30 pm and the evening shift begins at 4:30, thus allowing no time for the staff to communicate and relay tasks between shifts as necessary. Dayshift staff has regularly had to work beyond their scheduled hours resulting in increasing costs for comp time. Additionally, we have expanded our processing of funds on site in order to better serve our students; these include funds collected from students for GoPrint access and for purchase of various bookstore supplies. The daily receipts during the past six months have required us to implement daily end-of-shift accounting procedures by each of the staff (per instructions from the MPC Controller). This new procedure requires the staff person to be in a secured space (without access by students or faculty) and to complete the daily procedure without interruption. It is impossible to expect staff to follow these procedures without providing them adequate time to do so. The proposed addition of 5 hrs/week will allow the evening shift to begin at 3:30 to provide overlap and communication with the dayshift and allow the dayshift staff to complete their daily fiscal accounting procedures; secondly, the evening shift will end 15 minutes later at 9:30 to allow the evening staff person to close the office and complete the daily fiscal procedures without interruption.

As Dr. Garrison indicated in "Becoming a Multi-Site College" in Fall 2010: "*At this point, there is a limited number of staff employed at the PSTC and Education Center at Marina. However, over time, as these sites grow additional faculty and staff will be required to provide instruction and service.*" He went on to state under the "Basic Principles" that "*The best way to approach institutional change is through gradual, evolutionary steps. We need to review operations on a regular basis and make adjustments as necessary.*"

The increase requested for the evening Administrative Assistant II position in Marina is a minimal request, with an annual cost of less than the apportionment received for 1 FTES, and it reflects the basic planning principle of re-evaluating our need to provide gradual, incrementally increasing, services at the Education Center at Marina. The opportunity to do this is now while both the Admin Asst III/Instructional Contracts Coordinator and the evening Admin Asst II positions are vacant, allowing this adjustment to both positions which will better suit current staffing needs in Academic Affairs.

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

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>	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.	<i>[Handwritten initials]</i>	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	<i>[Handwritten initials]</i>	3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	<i>[Handwritten initials]</i>	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: 1/24/13

President's Authorization: *[Signature]*
Dr. Douglas Garrison
or Walt 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: Admin Asst II (evenings)

Dept/Program: Academic Affairs—Education Center at Marina

Submitted by: Laura Franklin

Search Committee Chair: Laura Franklin

PT/FTE: PT (approx .5 FTE)

New or Replacement: revised replacement (previous 19 hrs/wk position revised to 24 hrs/wk)

Service Category: 11

Salary/Benefit Costs: \$16,793 + \$932 rollup = \$17,725/yr @ 24 hrs/wk

Net Additional Costs: 5 hrs/wk cost difference = \$3494(at Step A) + rollup of \$194 = \$3688

Funding Source: Gen fund—19 hrs/wk position is already budgeted for 2012-13 in 01-0090-0-4900-2101-2300-041-00-2301 for \$16,335 + 907 rollup = \$17,242 (Step D/E). Additional funds from savings in replacement of FT Admin Asst III (Sandoval retirement) position.

Are there Salary Savings: Some salary savings from incumbent leaving at Step D/E.

(Note: Turnover savings are generally used to fund step increases)

Description of duties and responsibilities:

Provides administrative support for all faculty and students at the Education Center in Marina for evening classes. Also provides wide range of student services such as registration, check out of reserve materials, scheduling counseling and financial aid appointments, etc.

Special Considerations:

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

Yes/yes. Position was established in 2008 with Bilingual Spanish requirement. All evening ENSL classes currently offered by MPC are offered at the Education Center at Marina. The majority of our ENSL students in Marina are native Spanish speakers.

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 any evening classes in Marina. Offices would not be open, therefore eliminating opportunity for students to study, use computers for schoolwork, or utilize reserve materials. Evening faculty would not have administrative support or office resources available. Registration and other student services which are provided by Marina office staff would not be available during evening hours. Currently 37% of all Education Center enrollments are in evening classes.