

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:	Facilities		
Position Title:	Custodian		
Last Incumbent or "New":	Christopher Mule		
Date of vacancy or Date of Board approval of new position:	3/15/13 (using vacation days until official retirement of 5/31/13)		
Salary Range:	\$2357 plus \$85 GY stipend		
Hours per week:	40		
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: Custodian

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).	3/11/13 <i>[Signature]</i>	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.	N/A	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 3/7/13	<i>[Signature]</i>	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	VP 3/14/13	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.*	
 MPC MONTEREY PENINSULA COLLEGE			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. Tilly

DATE: 3/14/13

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.

CLASSIFIED POSITION REPLACEMENT REQUEST
March 2013

Position Title: Custodian, Range 6 plus Nightshift

Dept/Program: Facilities

Submitted by: Steve Ma

PT/FTE: Full Time

New or Replacement: Replacement of a budgeted position

Salary/Benefit Costs: \$29,304 salary+\$8,840 benefits+\$ 20,531 health and welfare.

Total Costs: \$58,675

Funding Source: Custodial Department budget (District funded)

Are there Salary Savings: Turnover savings of \$12,095 (Step 6A vs. 6E)

Description of duties and responsibilities: Perform routine janitorial and custodial functions, at an assigned work station using methods and materials and following timelines for each as indicated by Lead Custodian or Supervisor. Tasks include cleaning classrooms, restrooms, showers, locker rooms, cafeteria, offices and related facilities as well as clean and maintain a variety of surfaces such as windows, chalkboards, carpets, floors. Replace light bulbs, lighting tubes up and perform minor repairs. Report safety and sanitary hazards. Lock/unlock doors, gates, buildings etc. Pick up debris, sweep and clean. This position is subject to overtime as necessary.

Special Considerations: This indoor/outdoor work environment may include frequent standing, walking and lifting or moving heavy parcels, machines or equipment of up to 50 pounds and working from an 8 foot ladder.

Does Position act as an entry point for the college? Should it be bilingual? As this position provides very little direct interaction with the public, bilingual skills would not be considered as necessary.

What would happen if this position weren't approved? The remaining custodial staff would have an even larger work load and would be further burdened whenever illness, or earned vacation time is used. Classrooms and bathrooms if not cleaned would deteriorate, presenting a poor image to the public, the community, the staff and students.

Position supports student learning by providing a clean and safe environment conducive to a learning community open to students, staff and general public.

Job Description/Title: Custodian
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

CUSTODIAN

JOB SUMMARY

Under direct supervision, perform routine cleaning and custodial functions in an assigned building area. Receive limited supervision within a broad framework of standard policies and procedures; receive station assignments/workflow coordination from Lead Custodian at the direction of the supervisor. Perform general clean-up duties; responsible for cleanliness of assigned area.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform routine janitorial and custodial functions, at an assigned workstation, using methods and materials and following the timelines for each function as indicated by Lead Custodian or Supervisor.

Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, gymnasium, library, offices and related facilities as assigned.

Sweep, mop, scrub, wax and polish concrete, linoleum, tile and wood floors, floor panels and hand railings.

Learn and use new technologies and products as directed.

Wash windows, walls, and clean chalkboards and trays.

Move and arrange furniture and equipment in classrooms and offices in preparation for campus functions, classes and special activities.

Clean and maintain rugs and carpets; replace light bulbs and lighting tubes up to 8 feet high.

Lock and unlock doors and gates, buildings and windows.

Report safety, sanitary and fire hazards to appropriate authority; report the need for maintenance repairs to appropriate authority.

Pick up paper and debris; sweep, clean stairs, walkways, and entrances.

Operate and maintain cleaning equipment such as vacuums, floor cleaning and polishing machines; clean tables, chairs and floors as needed.

Respond to callbacks and overtime duties as necessary.

Other Duties

Perform other related duties as assigned.