



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: | Business & Technology | | |
| Position Title: | Division Office Manager | | |
| Last Incumbent or "New": | Yvonne Williby | | |
| Date of vacancy or Date of Board approval of new position: | March 21, 2013 | | |
| Salary Range: | \$3,171.00 | | |
| 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: Division Office Manager **Date:** 2/28/2013

| 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>JP</i> 2/28/13 | 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. | <i>JP</i> 2/28/13 | 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 | <i>JP</i> 2/28/13 | 3 | VP or designee discusses request with Advisory Group. | |
| 4 | President makes final decision. VP presents to College Council for information. | <i>WT</i> 2/28/13 | 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.* | |
|  | | | 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. Tally

DATE: 3/7/13

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.

Additional Information for Replacement DOM Position:

5. The DOM position is the point of service connection our students make with our division and departments. This position often provides first line access to information about our programs and courses that assist students in reaching their student learning outcomes and final exit plan (transfer, certificate, or degree).

6. This position is vital in providing support for both students and faculty. Without this position the division would not be able to complete all of the required processes (scheduling and catalog building, program review and action plans, and numerous other functions) that impact student enrollment and education code compliance. The operational backlog that would be created by not filling this position would impact student instruction to the point that it would endanger program integrity.

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

MONTEREY PENINSULA COLLEGE

DIVISION OFFICE MANAGER

Job Summary

Under general direction, perform a wide variety of complex and responsible support and technical activities related to the responsibilities of a specific division. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the division's activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the division decisions and procedures; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Depending on assigned area, Essential Functions may include, but are not limited to the following:

Provide complex and routine office, technical, and administrative detail work for faculty and staff which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software. Word process tests, quizzes, and course syllabi as requested. Set up and maintain electronic and hardcopy files of all division documents including curriculum.

Process administrative details not requiring the immediate attention of the division chair; meet with instructors and/or directors to facilitate instructional needs. Initiate projects as needed; process administrative detail not requiring the immediate attention of the supervisor.

Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the division and how they are applied. Serve as liaison with administrative offices, on and off campus organizations, and students.

Provide introduction and orientation to all new members of the division.

Coordinate division schedule building process which may include but is not limited to: coordinating course offerings with each department, reviewing submitted information for accuracy; preparing division course schedule for input into the management information system; entering and updating semester's courses; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester.

Assist faculty in the process of developing new courses and programs; monitor progress through the approval process.

Enter information into Management Information System (MIS) and prepare documents that are used to produce adjunct faculty and full-time faculty overload notices of employment; calculate teachers' load units (TLU's); prepare and maintain history records, calculate assignment to ensure that adjunct faculty do not exceed a 60% load.

Coordinate assignment of classroom use; post notices of room changes and cancellations; coordinate key distribution.

Coordinate and assist faculty with the textbook ordering process; liaison with bookstore and publishers; order materials from publishers for faculty.

Prepare/edit material for inclusion in the college catalog, including new courses and changes; proof for accuracy.

Operate standard and specialized office equipment including but not limited to personal computers and software. Demonstrate correct usage, maintain supplies, schedule repair and perform trouble- shooting activities.

Coordinate and implement a variety of programs and services both on and off campus that are specific to the business of the assigned division, including program review.

Facilitate non-standard examination process for make-up exams, pre-requisite challenges and supportive services accommodations by explaining the process, scheduling appointments and proctoring tests.

Monitor and review a variety of data for completion and conformance with established regulations and procedures.

Assist in the development of and maintain division budgets, including but not limited to instructional supplies, equipment repair, purchasing, maintenance agreements, student help, and classified employees; provide budget management assistance to departments in assigned division as needed. Manage division office budget.

Maintain a supply of commonly used office/instructional supplies, and order as necessary.

Coordinate preparation/hosting of workshops and meetings.

Facilitate mail/package/print shop service to division.

Coordinate the process of students' evaluation of faculty.

Train and coordinate student workers.

Other Duties

Perform other related duties, as assigned, which may include posting notices of instructor/staff absence, assisting supervisor with special projects and other duties related to the business of the assigned Division.

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 herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and management techniques.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization such as a community college; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out complex oral and written instructions; prioritize tasks and do several tasks simultaneously; 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; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical 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; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; 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:

Light to moderate physical effort; occasional standing and walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment.