

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

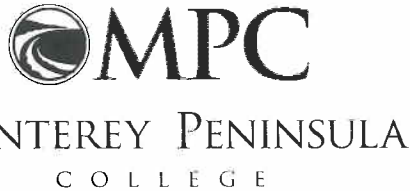
	<input type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:			Chemistry
Position Title:			Laboratory Specialist II- Chemistry
Last Incumbent or "New":			New
Date of vacancy or Date of Board approval of new position:			6/26/13
Salary Range:			\$17.85/ Hour
Hours per week:			19
Months per year:			9
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: Chemistry Laboratory Assistant Date: 5/8/13

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).	WT	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	WT 5/13/13
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	CS 1/13/13
3	VP discusses request with Vice Presidents and President	WT 5/15/13	3	VP discusses request with Advisory Group.	CS 5/15/13
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	WT 5/24/13
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.

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Laboratory Specialist II-Chemistry

Dept/Program: Chemistry Department

Submitted by: Michael Gilmartin

Search Committee Chair:

PT/FTE: 0.356 FTE

New or Replacement: New

Service Category: 17

Salary/Benefit Costs: \$13,227 + \$727 rollup = \$13,954/yr

Net Additional Costs: n/a

Funding Source: Funded by ????.

Are there Salary Savings: N/A

Description of duties and responsibilities:

We are planning to offer 27 hours of laboratory instruction per week in the General Classroom (GC) unit next fall and 15 hours per week during the spring semester. Since our chemistry lab manager needs to be in the Physical Sciences building for labs occurring there, it is mandatory for us to have support in the GC building as well. Nineteen hours per week of assistance would be a minimal amount of help for these classes. This help would include support during class laboratories, as well as preparation and clean-up time. In addition, it is important for us to have this additional staff member on hand in the GC building in the event of a laboratory emergency.

We propose hiring someone to work during the fall and spring semester instructional weeks next year, as well as four additional weeks. Having a staff member to support these additional labs would generate a significant number of FTES for our campus.

Special Considerations:

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

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?

With the maintenance of a chemistry lab in the General Classroom building the college will be able to generate additional FTES each year. Not having this position would negatively affect the FTES generation of the college as there would be no lab support for classes held there. Hence we would not be able to hold lab classes in this facility.

Job Description/Title: LABORATORY SPECIALIST II
Approved, Bargaining Unit President:
Approved, MPC Associate Dean, Human Resources:
Board Approved:

MONTEREY PENINSULA COLLEGE

LABORATORY SPECIALIST II - CHEMISTRY

JOB SUMMARY

Under general supervision, prepare classroom and laboratory demonstrations for chemistry within a broad framework of standard policies and procedures. Perform varied support activities, including maintaining equipment in good working order, cleaning work areas and glassware, performing safety inspections, ordering and maintaining inventory of supplies and equipment related to department.

EXAMPLES OF FUNCTIONS

Essential Functions

Set up laboratory work areas and prepare materials and equipment needed; maintain stock reagents for assigned labs.

Plan, organize, assist, and supervise students in the preparation of laboratory set-ups and take downs in the assigned area and in the maintenance of equipment.

Schedule work to ensure that instructional materials are ready when needed by the instructor; construct training aids and specialized equipment.

Confer, as needed, with instructor (s) concerning programs and materials to meet student needs; assist instructors with class and teaching information, policies and procedures.

Schedule and oversee student employees and maintain related records such as time cards and employment data.

Participate in department meetings which focus on the needs of students.

Receive, issue, store, and care for materials, parts, and supplies; maintain an accurate inventory of chemicals and supplies; research and take bids on materials and equipment purchases as needed.

Oversee the safety and security of the laboratory and equipment; set up, disassemble, put away and clean or replace the apparatus, reagents and materials used in demonstrations; perform routine safety inspections.

Serve as resource person to instructors recommending laboratory equipment and supplies needed to complete the assignment.

Select, requisition, process and maintain an inventory of equipment, supplies, and other materials.

Assist students in laboratory assignments as needed; proctor tests; demonstrate new apparatus to students and instructors.

Clean and perform routine maintenance and repair of laboratory equipment; construct special equipment or models as needed; keep records related to operation of laboratory.

Operate and use a variety of equipment used in college chemistry laboratory classes; train and oversee the work of student employees.

Maintain and supervise maintenance of lab rooms in a clean and orderly condition; maintain security of lab.

Identify laboratory equipment problems and notify proper personnel for maintenance and repair; perform regular servicing on lab equipment.

Maintain accurate fiscal records.

Other Duties

Perform other duties as assigned.

Serve on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of approximately two years of college level course work in the chemistry or three years of field experience, specific knowledge and skills in the field assigned, and one year of recent related experience.

Knowledge

Knowledge of: chemistry subject matter, terminology, safety principles, techniques and procedures associated with a chemistry laboratory, including equipment and materials; application of program needs as it applies to chemistry; basic needs and requirements of students in chemistry; methodology for individualized instruction; computer programs and computer systems as needed to fulfill the requirements of the job.

Abilities

Ability to: work safely in a chemistry laboratory with little supervision; prioritize tasks and do several tasks simultaneously; use specialized instruments and equipment; operate and maintain equipment in the assigned area; perform experiments and demonstrations in chemistry; communicate satisfactorily in both oral and written form; demonstrate an understanding, patient and receptive attitude toward student learning; use computer programs and computer systems as needed to fulfill the requirements of the job; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; 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 diverse academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Moderate to heavy physical effort; occasional standing or walking; periodic handling of moderate to heavy weight parcels or equipment up to 50 pounds. Indoor work environment.

Rationale for the New Chemistry Laboratory Assistant Position

We are planning to offer 27 hours of laboratory instruction per week in the General Classroom (GC) unit next fall and 15 hours per week during the spring semester. Since our chemistry lab manager needs to be in the Physical Sciences building for labs occurring there, it is mandatory for us to have support in the GC building as well. Nineteen hours per week of assistance would be a minimal amount of help for these classes. This help would include support during class laboratories, as well as preparation and clean-up time. In addition, it is important for us to have this additional staff member on hand in the GC building in the event of a laboratory emergency.

We propose hiring someone to work during the fall and spring semester instructional weeks next year, as well as four additional weeks. At a rate of \$15 per hour for 36 weeks, we estimate a budget of roughly \$10,260 (+ worker's comp insurance?). Having a staff member to support these additional labs would generate a significant number of FTES for our campus.

Chemistry Lab Proposal

Additional Instructional Expenses:

			FTEs		Instructor Cost	
CHEM 30A	1 lab section	24 students	5.44	(enrolled in existing lecture)	\$3,570.00	Todd could add one section in the fall only
CHEM 2	1 lab section 1 lecture	24 students x 2 semesters	9.33	(taught by new adjunct instructor)	\$14,300.00	Would need an adjunct for fall and spring
CHEM 10	1 lab section 1 lecture	24 students	4.66	(taught by new adjunct instructor)	\$7,150.00	Would need an adjunct for lab and lecture (spring only)
CHEM 30B	1 lab section 1 lecture	24 students	5.44	(taught by new adjunct instructor)	\$8,330.00	Would need an adjunct for lab and lecture (fall only)
			Annually 24.87		\$33,350.00	

Additional Expenditures (One Time Bond Funds)

Large Equipment

Two 3-foot fume hoods + fan (For PS bldg)	\$20,000.00
AudioVisual Equipment	\$5,000.00

Lab Supplies

Glassware and nonconsumables	\$5,994.00
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Total **\$30,994.00** (This is a shoestring budget that would involve some sharing between buildings)

Additional Expenditures (Ongoing, annual)

Chemicals	\$800.00
Waste Expenses	\$2,000.00
Instructional Materials	\$500.00
Distilled Water	\$1,000.00
Instruction Cost (see above)	\$33,350.00

Annual Lab Prep Help (Blue Hands Form) \$13,954.00 (19 hours per week/9 months per year) \$17.85/hour

Total **\$51,604.00**

Annual Income **\$113,506.68** (Assuming \$4,564/FTE, see above FTEs)
Potential Profit **\$61,902.68** (113,506.68-51,604.00)