

**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

	<b>Replacement (No Changes)</b>	<b>X Replacement with requested changes *</b>	<input type="checkbox"/> <b>New Position (not a replacement)</b>
Department:	Library	Library	
Position Title:	Instructional Specialist / Library Specialist, Circulation	Instructional Specialist	
Last Incumbent or "New":	Robert Llanos-Hinson	Robert Llanos-Hinson	
Date of vacancy or Date of Board approval of new position:	June 7, 2013	June 7, 2013	
Salary Range:	14 / 10 (note currently budgeted at 14 for both positions)	14	
Hours per week:	14/12	26	
Months per year:	8 months, 7 days	8 months, 7 days	
Bilingual Required:	No	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: NA
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:  
**x 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>

## Instructional Specialist (Library)

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:**

N/A. The position is budgeted at level 14 for 26 hours per week; this is what we are requesting.

4. **If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.**

The position is currently a split assignment, with the incumbent working two separate assigned schedules (14 hours per week in the lab and 12 on the circulation desk). Usage patterns, increased use of technology and demands for technology assistance have changed. The computer lab assistants are now being trained to provide "help desk" assistance at the library in support of MPC Online, in addition to the ongoing demand for general help in the open labs and for assistance with students' mobile devices. In order to provide optimal use of staff time and provide the best level of service for students, faculty, staff and community members who use the library (particularly the open computer lab), we are proposing combining this into a single assignment of 26 hours per week.

5. **Explain how this position supports student learning.**

The MPC library supports the entire student population, as well as serving the community users and providing essential support services for faculty. This particular position is a permanent part-time position assigned to the Open Computer Lab with additional duties providing backup coverage at the Circulation Desk during busy times (number of hours varies throughout semester).

6. **Explain what would happen if the position weren't approved.**

Reduced staffing will result in reduced service, with an insufficient level of staff to meet students' needs

Any reductions in staffing may result in a reduction in hours of library operation. If this position is not filled, the duties will need to be taken up by existing staff members, leaving less time for their work.


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

**Job Description/Title:** Inst. Spec. & Inst. Asst II → INSTRUCTIONAL SPECIALIST  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

MONTEREY PENINSULA COLLEGE

INSTRUCTIONAL SPECIALIST

**JOB SUMMARY**

Under general supervision, assist students in the acquisition and reinforcement of specific skills. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied instructional support services, in a classroom environment, to meet the needs of small groups or individual students.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Plan, organize, and assume responsibility for small groups of students on specific subjects, in cooperation with and by assignment from the program supervisor.

Provide supplemental instruction to individual and/or groups of students in one or more specialized areas.

Maintain required records of student progress and review with program supervisor as needed.

Confer with supervisor and/or instructors concerning programs and materials to meet student needs.

Participate in meetings related to the needs of students in the instructional support services programs.

Collect and evaluate data regarding students' progress; provide feedback to supervisor.

Assist in performing related tasks such as writing letters, taking attendance, and correcting/grading tests.

Serve as a resource person to teachers; recommend appropriate materials for subject area; share knowledge of particular subject area; use web based programs and internet search skills as appropriate.

Serve as information source regarding assigned department to students, staff, instructors and the community.

Select, requisition and maintain an inventory of instructional supplies and materials; set up work areas and prepare materials and equipment needed; arrange for and operate special classroom equipment as needed.

Administer/score/interpret student tests or assist students with self administered assessments; confer with instructors and supervisor as requested.

Develop creative methods and teaching techniques within the suggested framework of the supervisor/ within guidelines of program.

Assist instructors in the maintenance of specialized skill center operations, tasks and activities.

Keep routine records of the business of the program.

### **Other Duties**

Serve on college committees as assigned.

Perform other related duties as assigned.

Attend staff development and in-service training programs as appropriate.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience**

Any combination of education, experience and training which would indicate possession of the required knowledge, skills, and abilities listed herein. For example, completion of approximately two years of college level course work in the assigned instructional area with demonstrated specific knowledge and skills in that area, and two years of recent experience in an instructional tutorial role.

#### **Knowledge**

Knowledge of: skills and abilities to be reinforced in assigned instructional areas; basic functions and procedures associated with a classroom environment including learning, motivation and perceptions; instructional materials and objectives used at specific levels; application of curriculum as it applies to individual differences; basic needs and requirements of students in the area to which assigned; methodology for individualized instruction; basic clerical skills; word processing, spreadsheet programs, web based learning programs and internet search skills as needed to fulfill requirements of the job.

#### **Abilities**

Ability to: successfully assist students in the acquisition and reinforcement of skills in assigned instructional area; deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise and firmness; demonstrate an understanding, patient and receptive attitude toward student learning; demonstrate required skills associated with the tasks of the job in assigned subject area; perform simple clerical tasks; use efficiently various types of office and classroom equipment; use web based learning programs and internet skills as needed; use appropriate and correct English spelling, grammar and punctuation; communicate satisfactorily in both oral and written form; use accurately and efficiently word processing and spreadsheet programs as needed; 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 or walking; periodic handling of lightweight parcels of up to 15 pounds (if assigned to Physical Education up to 45 pounds). Indoor work environment.

**Job Description/Title:** Library Specialist → Library Specialist- Circulation Desk  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

**MONTEREY PENINSULA COLLEGE**

**LIBRARY SPECIALIST – CIRCULATION DESK**

**JOB SUMMARY**

Under general supervision, perform a variety of duties associated with library operations. Receive supervision within a broad framework of standard policies and procedures. Perform duties associated with receiving and processing library reserve materials; perform circulation desk activities. Interpret/apply policies, rules, and regulations regarding access to collection and use of library materials.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Interpret policies, rules, and regulations regarding access to collection and use of materials; inform library staff of policy problems/modifications; determine library privileges by verifying individual user status.

Assist library users in locating and using materials and machines to obtain appropriate information, perform circulation desk activities.

Respond/provide assistance to inquiries from students, special patrons, faculty/staff regarding the reserve and general collections.

Maintain currency with new library technologies such as on-line search engines and library software programs

Inform library staff/faculty/staff of policy changes.

Issue library cards; determine library privileges; edit library patron records as needed; answer phones.

Collect fines/fees; resolve problems/answer questions/explain, clarify existing policies concerning late fees/bills for lost materials; operate cash register.

Develop forms, filing systems/other procedures for materials processing/retrieval.

Maintain records of requests/searches; maintain statistics; produce documents/reports for state agencies and others using appropriate spreadsheet/database/word processing software as needed.

Train/supervise students/other part time workers at circulation desk.

Schedule rooms through Office Tracker system.

**Other Duties**

Maintain a clean and orderly library environment.

Perform other duties related to the business of the department as assigned by head of department/program.

Participate on committees as required.



## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, some college level courses in library science and experience in library work using current library technologies/library software programs or a related field.

### **Knowledge**

Knowledge of: basic library principles, materials and procedures; current library technologies/library database search software programs; current office methods and practices; principles and methods of ordering books, supplies and equipment; library filing and indexing; circulation and reference sources, Library of Congress classification system; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

### **Abilities**

Ability to: perform general library duties including library operations, efficiently use an online library system and Library of Congress classification system; learn and efficiently use current/new library technologies/library software programs as required to fulfill the duties of the job; interact effectively with the public/students/staff/faculty, in situations requiring diplomacy, tact, friendliness, poise and firmness; prioritize tasks and do several tasks simultaneously; operate a variety of office machines; use word processing/database/spreadsheet software accurately and efficiently as needed; learn and successfully use new software programs as needed to fulfill the requirements of the job; use good judgment in recognizing the scope of authority as delegated; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; communicate effectively in both oral and written form; 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**

Moderate physical effort which may include frequent standing, walking, lifting and occasional climbing, crawling or stooping; handling of medium weight tools and materials up to 35 pounds. Indoor work environment.

Draft pending negotiations with UNCC