

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:	Fiscal Services	Last Incumbent:	Alicia Cadriel
Position Title:	Accounting Specialist	Date of vacancy:	2/24/12
Service Class:	12	Funding Source:	budgeted
Hours per week:	40		
Months per year:	12	Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:	Monday thru Friday, 8 hours a day	Night Shift or Graveyard stipend?	None NS GY

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

Department:		Last Incumbent:	
Position Title:		Date of vacancy:	
Service Class:		Funding Source:	
Hours per week:			
Months per year:		Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:		Night Shift or Graveyard stipend?	None NS GY

3. Annual Cost of the Proposal, and source of funds: Funds are budgeted in the Fiscal Services Department budget. The position cost is \$31,992, plus benefits of \$20,568 _____

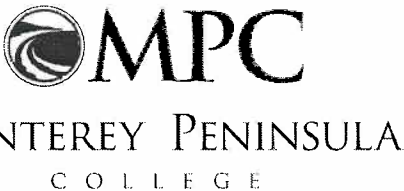
4. Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary):

Position is key to Fiscal Services in making payments to all the colleges vendors, including bond payments.

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

Classification/Position: Accounting Specialist

Position _____ **Date:** 2/9/12

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).	RB 2/9/12	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.	RB	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>[Signature]</i>	3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	<i>[Signature]</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 .	<i>[Signature]</i>	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: *[Signature]*
Dr. Douglas Garrison

DATE: 3-1-12

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: Accounting Specialist

Dept/Program: Fiscal Services Department

Submitted by: Rosemary Barrios

Search Committee Chair: Rosemary Barrios

PT/FTE:

New or Replacement: Replacement

Service Category: 12

Salary/Benefit Costs: \$31,992 /\$20,568 medical

Net Additional Costs:

Funding Source: Position budgeted in Fiscal Services Department, health benefits part of the unrestricted general fund budget for benefits.

Are there Salary Savings: Yes, \$2,820

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

Description of duties and responsibilities: This Accounting Specialist position handles the Accounts Payable desk, this is paying all of the invoices for the college, including bond payment to vendors. This is a key position in the college. The position also assists with year end closing of setting up liabilities, and also, assists with calendar year end process of 1099s, and assisting with sales and use tax information.

Special Considerations:

Does Position act as an entry point for the college? No Should it be bilingual? Why? Not necessarily.

- 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? If the position were not approved to fill, then the payment to vendors would not be timely and there may be late charges associated with not paying the bills on time.