

**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:	Art	Last Incumbent:	Steve White
Position Title:	Art Studio Specialist	Date of vacancy:	1/20/12
Service Class:	14	Funding Source:	Budget
Hours per week:	19		
Months per year:	11	Bilingual Required:	Yes or <u>No</u> <i>VP signature Required</i>
Days & Hours to be worked:	Schedule to be determined	Night Shift or Graveyard stipend?	<u>None</u> 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?	<u>None</u> NS GY

3. Annual Cost of the Proposal, and source of funds: The 2011/2012 annual replacement

Salary is projected to be \$14,696.71 plus roll-up of \$890.62 for a total of \$15,587.31

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

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

#### 4. Justification/Rationale, and Consequences of not making the change:

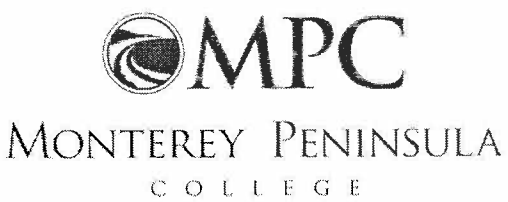
The Art Studio specialist serves a critical role within the Art department. As per description in the Job Summary, the Art Studio Specialist designs, constructs and organizes the infrastructure within the Art Studio laboratories; organizing rooms for classes, lectures, models and other uses as assigned. Duties also include tool/equipment maintenance and repair, hazardous waste material management, locker supervision, project coordinator for contractors, equipment/materials inventory and ordering, monitoring power tool operation by students and maintaining a safe work environment.

The consequences of not replacing the Art Studio technician is increased liability of the College in terms of injury as a result of decreasing safety measures. The Art Studio specialist ensures that the studios have safe working conditions, properly functioning tools, safe tool operation by students and correct hazardous materials handling.

**Studio Art Specialist**

**Classification/Position:** \_\_\_\_\_

**Date:** 11/28/11

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).		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.	<i>[Signature]</i>	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 .		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]* \_\_\_\_\_  
 DATE: 11-30-11 \_\_\_\_\_  
 Dr. Douglas Garrison

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:** Studio Art Specialist

**Dept/Program:** Art/Studio Art Programs

**Submitted by:** Art Department Faculty/Chairman 

**Search Committee Chair:** Gary Quinonez

**PT/FTE:** PT/ eleven month

**New or Replacement:** replacement (requested due to resignation)

**Service Category:** ~~classified~~ 14

**Salary/Benefit Costs:** the 2011/2012 annual replacement salary is projected to be \$14,696.71 plus roll-up of \$890.62 for a total of \$15,587.33

**Net Additional Costs:** none

**Funding Source:** budget

**Are there Salary Savings:** yes – the difference between current employee's salary and that of a new hire \$4761.89

**Description of duties and responsibilities:** (please see attached)

**Special Considerations:** In addition to directly supporting curriculum, this position is deemed essential in that the Art Studio Specialist's responsibilities include ensuring student and faculty safety art studio settings. This person will supervise students and staff as they work with tools (including power tools), chemicals, special equipment, open flame, etc.

**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

#### Description of Responsibilities:

The Art Studio specialist serves a critical role within the Art department. As per description in the Job Summary, the Art Studio Specialist designs, constructs and organizes the infrastructure within the Art Studio laboratories; organizing rooms for classes, lectures, models and other uses as assigned. Duties also include tool/equipment maintenance and repair, hazardous waste material management, locker supervision, project coordinator for contractors, equipment/materials inventory and ordering, monitoring power tool operation by students and maintaining a safe work environment.

What would happen if this position weren't approved? Failure to approve this position and replace our former specialist would negatively impact a range of courses and the studio arts program as a whole. Instructors rely on this person to manage aspects of the art studios/classrooms, Anticipate material useage and inventory/purchase accordingly, as well as ensure studio safety across all art programs. Teaching studio courses without this individual would be difficult to do well and could expose the district to liability in the event of any studio accident.

 1/23/11