

Monterey Peninsula College

Process for Requesting 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 120 days following the vacancy. This limit is designed to encourage prompt review of the vacancy. (Once a position has been opened for recruitment, however, Education Code Sec. 88003 further limits such employment to 60 days.)

1. Replacement (no changes) or NEW position

Department:	Library	Last Incumbent:	Stephen Thompson
Position Title:	Library Specialist-Circulation	Date of vacancy:	11/30/11
Service Class:		Funding Source:	In budget
Hours per week:	21.25		
Months per year:	8 months 7 days	Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:	M-W 2:30-8:15pm TH 2:15-8:15pm	Night Shift or Graveyard stipend?	None NS GY Works evenings till 8:15pm

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:

In budget for 2011-12 at \$14,236 (current staff is at \$17.89 hourly)

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

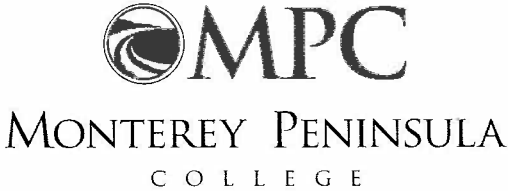
Item	2005-06	2009-10	Change
People Using Facility	341080		9.09%
Current Cardholders	17677		45.90%
Online Catalog Use	123608		26.22%
Computer Usage Sessions	280512		55.67%
Reference Interactions	27617		53.83%
Instructional Sessions	116		7.76%
Total Circulation Transactions	88284		44.10%
Database Use	174676		31.52%
Circulation Reserves	2704		100.01%

The statistics above only paint a partial picture in the increase of Library activity. Circulation reserves have gone up by over 100 percent and that does not take into account any other increases in room check outs, regular materials checkout, etc. which have also increased.

This position is the only staffer working Circulation Monday – Thursday evenings.

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

Classification/Position: Library Specialist-Date: November 18, 2011

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).	DT 11-23-11	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.	WJG 11-30-11	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	WJG	3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	WJG	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: 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: Library Specialist – Circulation
Dept/Program: Library
Submitted by: Stephanie Tetter
Search Committee Chair: Deborah Ruiz

PT/FTE: PT
New or Replacement: Replacement
Service Category:
Salary/Benefit Costs: current hourly salary (in budget at \$14,236 for 2011-12)
Net Additional Costs: 0
Funding Source: in budget: 01-0030-0-6120-1510-2300-000-00-2301
Are there Salary Savings: No

Description of duties and responsibilities:

To provide assistance at the circulation desk. Duties include:

- Working with the public, using a computer for basic circulation desk functions:
 - using VOYAGER integrated library system software for checking materials in and out
 - issuing library cards
 - updating patron files
 - scheduling rooms using OfficeTracker software.
- Explaining and interpreting policies to users
- Operating cash register for vending supplies and making change
- Shelving and shelf reading of materials in circulation and reference areas.
- Working with student assistants
- Assisting with opening or closing the library
- Providing clerical support (mailing, filing, etc.)

Special Considerations: This position is essential to providing services at the circulation desk in the evening and is the only circulation staff scheduled until closing time Mondays-Thursdays.

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

NA

I am requesting this position be considered by the Vice President to be designated Bilingual Required.
x No, this position should not be bilingual required

What would happen if this position weren't approved?

The library would close at 5pm Monday - Thursday.