

11/15/11
1st Readings

CLASSIFIED POSITION REQUEST
November 2011

Position Title: Unit Office Manager – Classified, Range 18

Dept/Program: Facilities

Submitted by: Steve Ma

PT/FTE: Full Time,

New or Replacement: Reinstatement of position (vacant since July 2009).

Salary/Benefit Costs: \$47,600 (salary plus rollup) plus \$20,568 H&W.

Funding Source: General Fund

Are there Salary Savings: Based on the current reorganization plan approved by the Board (10/25/2011), savings from the reduction in force is approximately \$229,000 (salary + rollup + H&W).

Description of duties: This position handles a variety of general office assistance, secretarial, clerical and related support for the Maintenance, Grounds, Shipping & Receiving, and Custodial operations within the Facilities Department. Job responsibilities include, but not limited to creation of purchase requisitions, work schedules for the Maintenance, Grounds, and Custodial staff, scheduling and coordination of various safety trainings, monitoring various operating budgets. Assist with prioritization of various tasks and demands from district's campuses. Good verbal, written and organizational skills are essential to this position.

Special Considerations: None

Does Position act as an entry point for the college? Should it be bilingual?
This position is often the first in person contact with contractors, inspectors and/or service or trade personnel for the college. This position does not typically interact in person with the general public, thus bilingual skills are not considered essential.

What would happen if this position weren't approved?
This position is a critical piece to the successful reorganization of the Facilities Department.

Monterey Peninsula College

*11/15/11
/ST Ready*

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 (Reinstatement)

Department:	Facilities	Last Incumbent:	Carla Robinson
Position Title:	Unit Office Manager	Date of vacancy:	June 2009
Service Class:	Range 18 (previously Svc Category 5)	Funding Source:	General
Hours per week:	40		
Months per year:	12 months	Bilingual Required:	No <i>VP signature Required</i>
Days & Hours to be worked:	To be arranged/Mon-Fri	Night Shift or Graveyard stipend?	None

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:

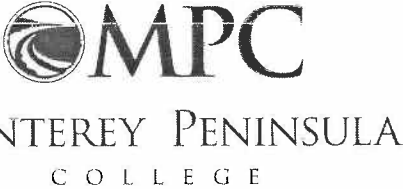
\$47,600 (salary plus roll-up), plus \$20,568 H&W= **\$68,168- General Fund**

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

Reinstatement of the full time Unit Office Manager is essential to the success of the Facilities Department reorganization plan as it provides much needed support to the Grounds Supervisor, Custodial Supervisor as well as Shipping and Receiving operations. This position will assist the supervisors in production of correspondence and mailings, and maintenance of records within the Facilities Department as well as numerous clerical and budgetary tracking efforts, scheduling of staff, as well as overall central

communications between the Facilities Department and the campus at large. This position will be key in the coordination and tracking of various safety trainings along and tracking of attendance.

Classification/Position: Unit Office Manager, Step 5 **Date:**

steps	REPLACEMENT POSITION (Reinstatement)	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.		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>BN</i>	3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	<i>DR</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: _____
 President's Authorization: _____
 Dr. Douglas Garrison

DATE: _____
 DATE: 11-15-11

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.