

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

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

Department:	Life Science	Last Incumbent:	Beth Benoit
Position Title:	Lab Manager	Date of vacancy:	12-30-11
Service Class:		Funding Source:	Life Science Division
Hours per week:	40 (Board Approved 9/2011)		
Months per year:	11	Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:	M-F 7:30-4:30	Night Shift or Graveyard stipend?	None NS GY

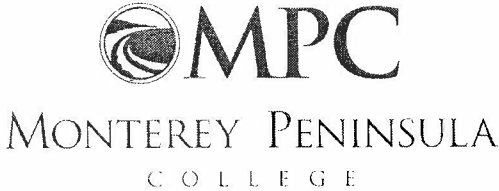
3. Annual Cost of the Proposal, and source of funds: \$36,817 (salary) + \$23,568 (fixed) + 11,112 (roll up) = \$71,497

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

This position provides all technical support for Life Sciences courses, faculty and students.

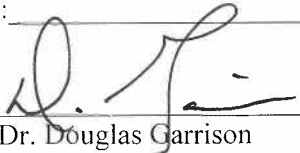
**Reverse this sheet, and use the table for tracking the progress of your request.**

**Classification/Position: Science Laboratory Manager Date: 10-17-11**

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.		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		3	VP discusses request with Advisory Group.	
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:  \_\_\_\_\_  
 Dr. Douglas Garrison

DATE: 11-19-11

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.

(See Reverse)

## TEMPLATE FOR CLASSIFIED POSITION REQUEST

**Position Title:** Science Laboratory Manager

**Dept/Program:** Life Sciences Division

**Submitted by:** Laura Franklin

**Search Committee Chair:** Andres Durstenfeld

**PT/FTE:** 1.0 FTE

**New or Replacement:** replacement

**Service Category:** Science Laboratory Manager – 23A

**Salary/Benefit Costs:** \$3347\* 11 months / \$23,568 + \$11,112 (roll up)

**Net Additional Costs:** 0; Savings of \$944

**Funding Source:** 01-0040-0-0400-0401-2200-000-00-2201—Life Science Division Office

**Are there Salary Savings:** Yes, replacement will start at lower step (A) than last incumbent (F) and incumbent had \$60/mo longevity

**Description of duties and responsibilities:** Technical support for all Life Sciences courses, faculty and students.

**Special Considerations:**

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

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?** No technical support would be available to Life Sciences courses, faculty and students. Also, It would have to assume added responsibilities relating to technology within the division that are currently handled by the lab managers.