

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:	Jorge DaCosta
Position Title:	Library Specialist-Circulation	Date of vacancy:	August 2, 2011
Service Class:		Funding Source:	
Hours per week:	21.25		
Months per year:	8 months 7 days	Bilingual Required:	No <i>VP signature Required</i>
Days & Hours to be worked:	M-Th 9:30-2:00pm F 9:00-12:15	Night Shift or Graveyard stipend?	None NS GY

2. Revised position or changed position (complete section above for comparison) – (NOT APPLICABLE)

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:

Current staff is at \$16.58 hourly. This position is in the budget for 2011-12 at \$13,311.

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

As noted in the library Program Review, the library is “a focal point for learning outside the classroom and a vital element in fulfilling the institutional goals and mission of the college.” The

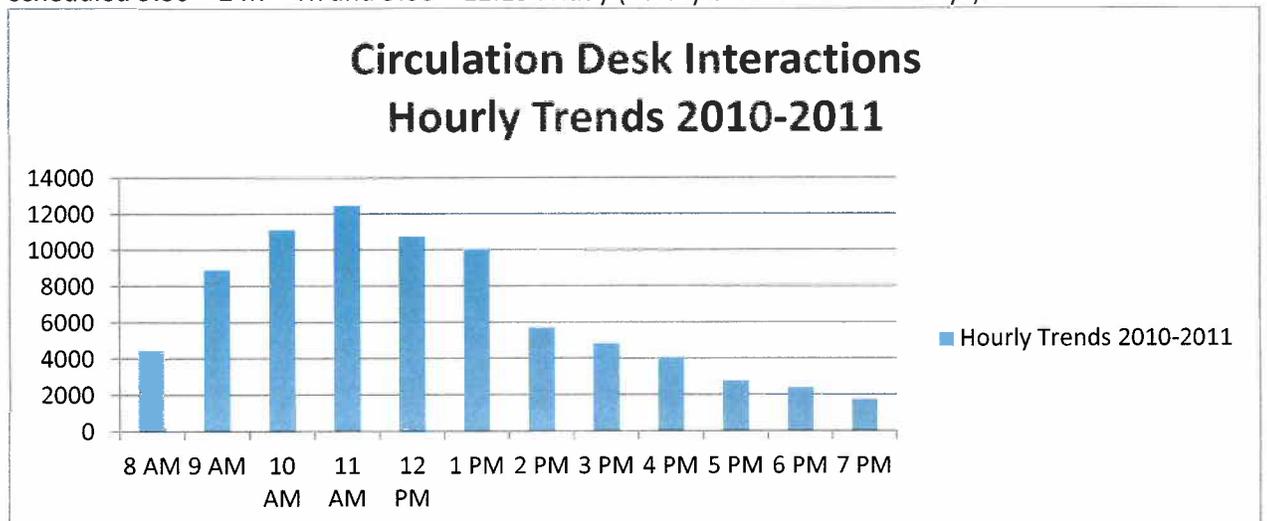
part-time Library Specialist – Circulation position that has become vacant is a front-line position that fulfills an extremely important role in providing service to students, faculty, staff and the members of the public who use the MPC library.

The goal of the circulation department is to offer professional quality and personalized service to its users, while maintaining an orderly and well-kept collection. Circulation Department activities are primarily performed using a complex software package which requires a significant amount of training. The duties include circulating library materials (checking them in and out), creating patron library accounts, handling interlibrary loan pickup, reserve collection handling, troubleshooting library equipment/copy machine malfunctions, cash handling (selling supplies, collecting library fines, etc.) and facilitating reservations for and access to study rooms and classrooms.

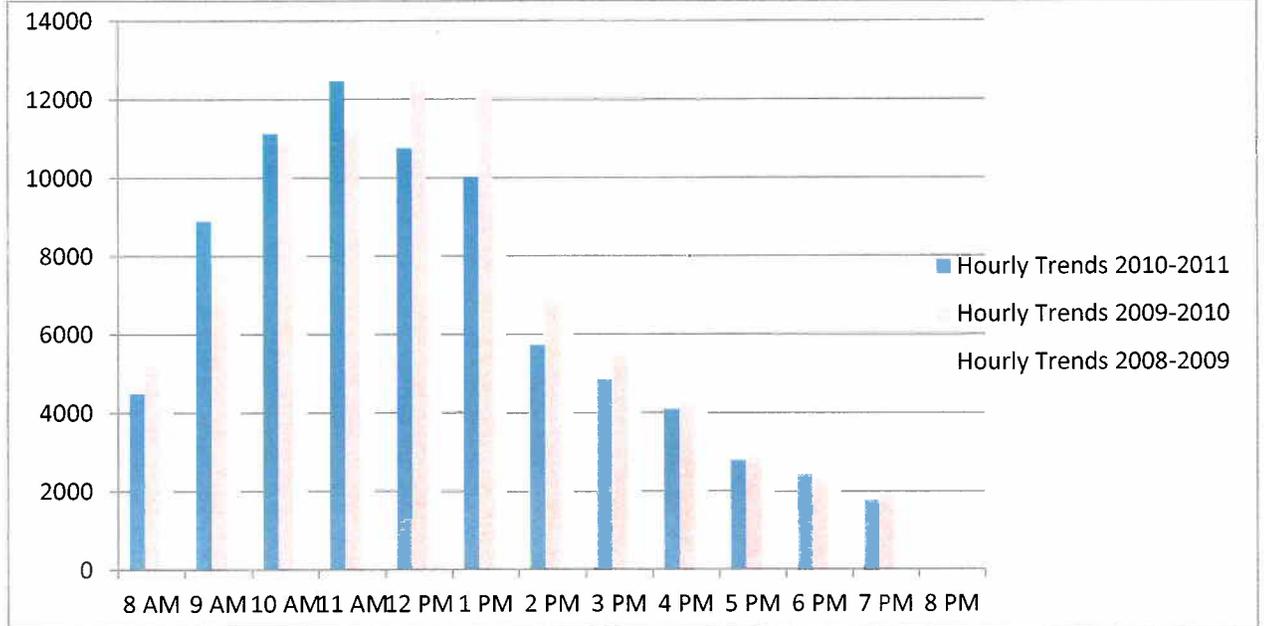
The charts below show the busiest hours of operation at the library. This position is somewhat unique in that it has no off-desk responsibilities. Every minute that the staff member in this position is at work, he or she is at the front desk, providing direct public service, and this staff member is scheduled ONLY during the busiest hours at the desk. Interactions for reserve items are labor-intensive, and just under 80% of total circulation is reserve items (generally shelved in back, so unlike circulation for items in the general collection, where the patron brings the item(s) to the desk and the staff member assists them, every transaction involving a reserve item requires the staff member to first “fetch” the item and then complete the transaction. Below is a snapshot of the growth in circulation desk activity over the past five years:

Item	2005-06	2010-11
Total Circ.Transactions	88284	127031
Circulation - Reserves	2704	39301
Current Cardholders	17677	29143*
		*est./final number not available

The charts below reflect the hourly workload and reflect why this part-time position is scheduled 9:30 – 2 M – Th and 9:00 – 12:15 Friday (library closes at noon Fridays):



Circulation Desk Hourly Trends for past 3 years:



The classified staff members have already been covering 11 hours per week of circulation desk coverage/backup that were previously performed by our Division Office Manager (currently on medical leave. We have covered her shifts rather than provide the intensive training on the Voyager system to our temporary employees).

If we are unable to fill the vacant Library Specialist – Circulation position, it will have a significant impact on the library's ability to provide prompt and efficient service at the point of service that is accessed by the majority of library users. It will also provide additional stress on classified staff that are already scrambling to be able to keep up their workload that has continued to increase while staffing has been negatively impacted by furloughs.

In addition, the training and implementation of circulation functions at Marina will have to be suspended until this position is filled.

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

Classification/Position: Library Specialist-**Date:** November 9, 2009

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: _____

DATE: 8-10-11

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, Library Division Chair

Search Committee Chair:

PT/FTE: PT

New or Replacement: Replacement

Service Category:

Salary/Benefit Costs: \$16.58 current hourly salary

Net Additional Costs:

Funding Source:

Are there Salary Savings: possibly (if new hire starts at a lower hourly rate)

Description of duties and responsibilities:

- To provide assistance at the circulation desk, check in/ check-out of materials using VOYAGER circulation software.
- Check in/out and reserving study rooms and classrooms using OfficeTracker software.
- Shelving and shelf reading of materials in circulation and reference.
- Explaining and interpreting policies to users
- Vending supplies and making change
- Working with student assistants.
- Issue library cards
- Update patron files
- Assist with opening or closing procedures.
- Clerical support with mailing of notices, etc.

Special Considerations: This position is essential to providing services at the circulation desk. This staff person is scheduled only at the busiest time of day when the circulation desk is busiest.

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

- 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?

Not having this staff person would mean long lines, reduced efficiency, reduction of open hours to the public and suspension of training/ implementation of circulation functions at Marina.