

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: | Human Resources | Last Incumbent: | David Barber |
| Position Title: | HR Specialist | Date of vacancy: | 10/20/2010 |
| Service Class: | | Funding Source: | UGF |
| Hours per week: | 40 | | |
| Months per year: | 12 | Bilingual Required: | Yes or No X VP signature Required |
| Days & Hours to be worked: | M-F, 8-5 | Night Shift or Graveyard stipend? | None X 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 VP signature Required |
| Days & Hours to be worked: | | Night Shift or Graveyard stipend? | None NS GY |

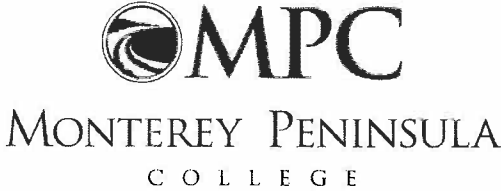
3. Annual Cost of the Proposal, and source of funds: \$73,852 including roll-up and health benefits – unrestricted general fund

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

This position is an integral part of the Human Resources department. It handles all matters pertaining to adjunct faculty employees including recruitment, contracting, and in-service transactions. The position will also be picking up some of the duties on the classified side, due to an unfilled vacancy.


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

Classification/Position: HR Specialist **Date:** 11/16/10

| 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: 11-18-10

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

CLASSIFIED POSITION REQUEST

Position Title: Human Resources Specialist (Confidential)

Dept/Program: Human Resources

Submitted by: Barbara Lee

Committee Chair: Barbara Lee

PT/FTE: Full Time

New or Replacement: Replacement

Service Category:

Salary/Benefit Costs: \$39,488 Salary + \$34,364 (Benefits and H&W)

Net Additional Costs: None

Funding Source: Unrestricted general fund

Are there Salary Savings: \$15,185

Description of duties and responsibilities: This position handles all aspects of adjunct faculty from the hiring process through employment and in-service status changes. The Specialist places recruitment ads, composes job announcements, writes job descriptions as needed, performs reference checks, provides new employee orientations, prepares board agendas, monitors step increases, and professional growth steps. This position will absorb some of the duties of the vacant specialist position by also handling assigned processes related to classified employees.

Special Considerations: None

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

This position is the first contact many job applicants have with the College. Because this position is an entry point to the college, bilingual skills would be as asset but are not required.

- 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?

The level of service in Human Resources would diminish. Human Resources is already down one full-time position and is struggling to maintain services. Without this position the level of service and productivity would be impacted severely.