

## 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:                | Academic Affairs               | Last Incumbent:                   | Pat Xavier                                       |
| Position Title:            | Administrative Assistant IV    | Date of vacancy:                  | 10/16/09   |
| Service Class:             | 7                              | Funding Source:                   | General Fund                                     |
| Hours per week:            | 40                             |                                   |  |
| Months per year:           | 12                             | Bilingual Required:               | Yes or <b>No</b><br><i>VP signature Required</i> |
| Days & Hours to be worked: | Monday to Friday<br>8am to 5pm | Night Shift or Graveyard stipend? | <b>None</b> 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<br><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 Cost: \$69,816 + \$19,114.22 roll ups + \$21,418 medical = \$110,348.22 Replacement Cost: \$41,004 + \$11,226.08 rollups + \$21,418 = \$73,648.08

4. Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary: This position provides the main support to the Vice President of Academic Affairs and the Office of Academic Affairs in general. With the previous loss of 2.5 FTE in support positions in this area, the replacement of this position is vital to the continued operation of this office.

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

**Classification/Position:** Administrative Assistant IV      **Date:** 10/7/09

| steps  | <b>REPLACEMENT POSITION</b>  | Initials/<br>Date | steps    | <b>NEW OR CHANGED POSITION*</b>  | Initials/<br>Date |
|--|--|-------------------|----------|--|-------------------|
| <b>1</b>   | Chair/manager discusses vacant position with division/area and other relevant group(s).                              |                   | <b>1</b> | Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).   |                   |
| <b>2</b>   | Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost. |                   | <b>2</b> | Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.                       |                   |
| <b>3</b>   | VP discusses request with Vice Presidents and President  |                   | <b>3</b> | VP discusses request with Advisory Group.  |                   |
| <b>4</b>   | President makes final decision. VP presents to College Council for information.                                      |                   | <b>4</b> | VP discusses request with Vice Presidents and President. HR informs MPCEA.   |                   |
| <b>5</b>   | HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .                     |                   | <b>5</b> | College Council Reviews and makes a recommendation to the President. 2 Readings.*  |                   |
|  |  |                   | <b>6</b> | President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.) |                   |
|  |  |                   | <b>7</b> | HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps   |                   |

VP's Authorization for Bilingual: \_\_\_\_\_

DATE: \_\_\_\_\_

President's Authorization: \_\_\_\_\_

DATE: \_\_\_\_\_

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:** Administrative Assistant IV

**Dept/Program:** Academic Affairs Office

**Submitted by:** John Gonzalez

**Search Committee Chair:** John Gonzalez

**PT/FTE:** 1.0

**New or Replacement:** Replacement

**Service Category:** 7

**Salary/Benefit Costs:** Current Cost: \$69,816 + \$19,114.22 roll ups + \$21,418 medical = \$110,348.22 Replacement Cost: \$41,004 + \$11,226.08 rollups + \$21,418 = \$73,648.08

**Net Additional Costs:** none

**Funding Source:** General Fund

**Are there Salary Savings:** Yes, approximately \$36,000 if replaced with a step one employee.

**Description of duties and responsibilities:** This position assists in planning, coordinating and participating in support activities for the Vice President of Academic Affairs and the Office of Academic Affairs. This position performs a variety of complex administrative support functions, which includes the creation and use of spreadsheets, letters, reports, statistical data, resolutions, and purchase requisitions. This position develops and implements special projects such as accreditation, oversight of instructional equipment budget, and final reports to outside agencies. This position also coordinates staff office coverage, coordinates and/or attends meetings, takes committee notes as required, and acts as an information source to visitors and callers regarding college policies and procedures.

**Special Considerations:** None

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

No

- 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 Office of Academic Affairs is currently down 2.5 FTE classified positions. Without this position, the adequate functioning of the office would be compromised and services provided by this office to the campus would be severely impacted. Academic Affairs provides oversight to the majority of the FTES generating part of the college. Staff to support this is necessary to the maintenance of the college's apportionment.