

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. Simply complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain can 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

Department	Astronomy/Earth Science	Position Title:	Lab Technician
Service Class:	5	Last Incumbent:	Allen Andrews
Range (step A-F):	\$2902-3706	Date of vacancy:	Sep 2, 2007
Hours per week:	25		
Months per year:	10	Funding Source:	01-0030-0-1900-0525-2400-000-00-2402

2. Requested Changes (complete section above for comparison)

Department	Astronomy/Earth Science	Position Title:	Lab Technician
Service Class:	5		
Range (step A-F):	\$2902-3706		
Hours per week:	40		
Months per year:	10	Funding Source:	01-0030-0-1900-0525-2400-000-00-2402

3. Annual Cost of the Proposal, and source of funds: \$ 29,020 salary + \$21,899 Benefits for a total of \$50,919, of which \$40,010 is already in the budget for Allen Andrews position. Thus, we are requesting an additional \$10,909 per year to bring the position from a 25 hr/wk to a full time basis.















4. Justification/Rational, and Consequences of not making the change (use additional sheets as necessary): We propose to add three new sections of astronomy and/or earth science, at least two of which will be at the Ed Center in Marina as enrollments, facilities and equipment improve there. These sections are part of an effort by the Physical Sciences to grow enrollments. In order to provide the technical support these additional courses will require, we propose to convert the current 25 hour per week astronomy technician position to a full-time (40 hr/week) astronomy and earth science technician. Since the present 25 hr/wk position already carries full benefits, the only additional cost will be the extra 15 hrs/wk. It is imperative that a decision be made on this item early enough for us to begin the hiring process to fill this position – or the already existing 25 hr/wk position – in time for the fall semester. Note that we are offering one section of earth science at the Marina Ed Center in Fall, 2008, as an indication of our commitment. This is the first science course to be offered at the Marina Ed Center.







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

(See Reverse)

Please read the instructions on the reverse, and fill in the information describing your request. Use the table below to track the progress of your request.

Classification/Position: Astronomy/Earth Science Lab Technician Date: 5/30/08

steps	Activity	Initials/ Date	steps	Activity	Initials/ Date
1 	Chair/manager discusses the new/vacant position with division/area and other relevant group(s), including HR/AA. HR will notify MPCEA or MPCTA as necessary.	HLB 5/30/08 ss 6/2/08			
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 Advisory Group				
4  	VP discusses request with Vice Presidents and President				
5 	College Council Reviews and makes a recommendation to the President.				
6  	President makes final decision and informs College Council, VP, Chair/manager. If action required, President directs HR to process request (Board approval, recruitment, etc.)		6 	President decides to send the request through the normal budget process	
7 	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps (e.g. union review).		7  	Following budget approval, the VP informs HR that position/increase/etc. can be processed	

 = Good News,  =Go to Next Step,  = Really Good News,  =Waiting/Hoping,
 =Receiving Good News  = Detour

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.

(See Reverse)

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Astronomy/Earth Science Lab Technician

Dept/Program: Astronomy and Earth Sciences

Submitted by: Homer Bosserman

Search Committee Chair: TBD

PT/FTE: full-time

New or Replacement: Replacement, but at 40 hrs/wk instead of 25 hrs/wk

Service Category: 5

Salary/Benefit Costs: \$50,919 per year of which \$40,010 is already budgeted

Total Costs: \$10,909 additional for 15 hrs/wk for 10 months

Funding Source: 01-0030-0-1900-0525-2400-000-00-2402

Are there Salary Savings: \$40,010 from original 25-hour position

Description of duties and responsibilities: Serve as lab technician for astronomy, geology and oceanography classes on MPC campus and at Marina Ed Center

Special Considerations: Since the position is already receiving benefits, the cost of the recommended increase is minimal.

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

What would happen if this position weren't approved?

We would be unable to offer the three additional sections.