

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	MPC Education Center at Marina	Position Title:	Administrative Assistant II
Service Class:	4	Last Incumbent:	
Range (step A-F):	A (and night stipend)	Date of vacancy:	
Hours per week:	19 hours per week		
Months per year:	10.5 months – fall and spring semester and summer session.	Funding Source:	General Fund

2. Requested Changes (complete section above for comparison)

Department		Position Title:	
Service Class:			
Range (step A-F):			
Hours per week:			
Months per year:		Funding Source:	

3. Annual Cost of the Proposal, and source of funds: **\$13,341**

4. Justification/Rational, and Consequences of not making the change (use additional sheets as necessary: **This is the only position that provides support at the Education Center during the evening and summer. This is the first and only point of contact in the evening and summer with faculty, students, and community who need information regarding the center and its offerings and services.**













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: Administrative Assistant II, MPC Education Center at Marina

Date: August 12, 2008

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.				
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.		[REDACTED]		
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)

