

## 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	Human Resources	Position Title:	Human Resources Specialsit
Service Class:	5 (Confidential)	Last Incumbent:	Kali Viker
Range (step A-F):	A	Date of vacancy:	8/2708
Hours per week:	40		
Months per year:	12	Funding Source:	UGF

**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:           \$46,576 including roll-up – unrestricted general fund          

4. Justification/Rational, 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 classified employees including recruitment, contracting, evaluations, in-service transactions.







**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:** HR Analyst **Date:** 7/1/08

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.				
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.

## CLASSIFIED POSITION REQUEST

**Position Title:** Human Resources Specialist – Classified (Confidential)

**Dept/Program:** Human Resources

**Submitted by:** Barbara Lee

**PT/FTE:** Full Time

**New or Replacement:** Replacement due to promotion (Kali Viker)

**Salary/Benefit Costs:** \$36,565 Salary + \$31,912 (Benefits and H&W)

**Total Costs:** \$68,477 annually

**Funding Source:** General Fund (included in current budget)

**Are there Salary Savings:** \$1,788 (salary) + \$490 (roll-up)  
Total: \$2,278 (initial annual difference due to step placement)

**Description of duties:** This position handles all aspects of classified employees from the hiring process through employment and in-service status changes. The Specialist trains hiring committees, places recruitment ads, composes job announcements, writes job descriptions as needed, performs reference checks, provides new employee orientations, prepares board agendas, monitors step increases, longevity increments and educational incentive payments. The position also monitors annual work schedules and temporary positions for adherence to the 185 day maximum. Integral duties also include the coordination and monitoring of the NOE process for temporary employees, as well as maintaining a current data base of classified employees and positions. This position is also an indispensable part of the negotiations team for the job description update/reclassification project.

**Special Considerations:** None

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

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.

**What would happen if this position weren't approved?**

The level of service in Human Resources would diminish because other employees would have to absorb the duties of the position which would leave duties and tasks undone. This position is essential to providing responsive quality service to both employees and applicants.