

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	Matriculation	Position Title:	Matriculation Assistant Coordinator
Service Class:	SC4	Last Incumbent:	Dom Lupisan
Range (step A-F):	A	Date of vacancy:	June 1, 2008
Hours per week:	40 hours		
Months per year:	12 months	Funding Source:	Matriculation Budget

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: Salary = \$29, 520.00 + Benefits \$21,901.00 + "Roll-Up" \$80.00 = \$51,501.00

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

This position provides matriculation information and assistance for new students entering MPC. Specifically, this individual organizes all the orientations, works closely with assessments, and is the first contact for Veteran students. It also supports the















Matriculation Coordinator/Counselor whose time is divided between coordinating and counseling. Without this position, the day to day tasks for Orientation, Veterans and the enforcing of the Matriculation Components would be unrealistic.







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:
Matriculation Assistant Coordinator Date: 10/3/08

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.

(See Reverse)

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: ~~Matriculation Assistant Coordinator~~
Matriculation Services Specialist, Senior

Dept/Program: Counseling/Matriculation

Submitted by: Alethea De Soto

PT/FTE: FullTime

New or Replacement: Replacement

Service Category: SC4

Salary/Benefit Costs: \$29,520.00/\$21,901.00

Total Costs: \$51,501.00

Funding Source: Matriculation Budget

Are there Salary Savings: No

Description of duties and responsibilities: See attached job description

Special Considerations:

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

What would happen if this position weren't approved?

The Orientation of the Matriculation component would function at a minimal level and the services to our new students (developing the STEP Brochure, updating the New Student Handbook, assisting in early registration, etc.) would cease. In addition, the services to Veteran's would be reduced significantly due to the reduction of staff.