

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)

| | | | |
|----------------------------|--------------------------------------------|-----------------------------------|-----------------------------|
| Department: | <i>Life Sciences</i> | Last Incumbent: | <i>Eugen Matei</i> |
| Position Title: | <i>Instructional technology specialist</i> | Date of vacancy: | <i>Oct 24, 2008</i> |
| Service Class: | <i>22</i> | Funding Source: | <i>2400</i> |
| Hours per week: | <i>19</i> | | |
| Months per year: | <i>11</i> | Bilingual Required: | <i>No</i> |
| Days & Hours to be worked: | <i>Hours are flexible</i> | Night Shift or Graveyard stipend? | <i>Possibly Night Shift</i> |

3. Annual Cost of the Proposal, and source of funds: \$19.56/hr (16,352 for 11 months)


Total annual cost: \$17,129 for 11 months, with benefits (Additional \$341 for 11 months if assigned night shift.)

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

Without this position, the CAD lab will not be supported. This would mean we could not offer classes in INTD, MAST, ENGR, PHOTO, FASH, and DRAF.

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

Classification/Position: Instructional Technology Specialist
Date: Oct 24, 2008

| steps | REPLACEMENT POSITION | Initials/Date | steps | NEW OR CHANGED POSITION* | Initials/Date |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1 | Chair/manager discusses vacant position with division/area and other relevant group(s). | 10/13 | 1 | Chair/manager discusses the new/ vacant position with division/area and other relevant group(s). | |
| 2 | Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost. | 10/27 email | 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 Vice Presidents and President | | 3 | VP discusses request with Advisory Group. | |
| 4 | President makes final decision. VP presents to College Council for information. | | 4 | VP discusses request with Vice Presidents and President. HR informs MPCEA. | |
| 5 | HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps . | | 5 | College Council Reviews and makes a recommendation to the President. 2 Readings.* | |
|  | | | 6 | President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.) | |
| | | | 7 | HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps | |

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.

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: *Instructional technology specialist, 19 hrs/wk*
Dept/Program: *CAD lab, Life Sciences*
Submitted by: *Gail Fail*
Search Committee Chair: *Gail Fail*
PT/FTE: *PT*
New or Replacement: *Replacement*
Service Category: **22**
Salary/Benefit Costs: \$16,352 for 11 months; \$777 for salary benefits, and additional \$341 if assigned night shift.
Net Additional Costs: *0*
Funding Source: *2400*
Salary Savings? *No*

Description of duties and responsibilities:

- *Install, operate and maintain a variety of computers, peripherals and other instructional equipment, primarily in the CAD lab (GA 103.)*
- *Assist faculty and students with integration of technology into instruction.*
- *Assist faculty in technical aspects of developing instructional materials for workshops and curriculum projects for use in the classroom, maintaining and implementing instructional web sites and strategies, and selecting/implementing new software and hardware.*
- *Assist faculty and staff in the development of alternative teaching delivery methods and technologies.*
- *Maintain and update hardware inventory and repair history.*
- *Maintain library of all media and documentation of all application software, operating systems, custom scripts, custom applications and commercial applications used by students and staff.*

Special Considerations:

none

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

No and no

What would happen if this position weren't approved?

CAD lab operations would halt. Classes in INTD, MAST, ENGR, PHOTO, FASH, and DRAF could not be taught.