

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) or NEW position

Department:	Dean, Arts and Sciences	Last Incumbent:	Sue Skipper
Position Title:	Admin Asst	Date of vacancy:	February 17, 2009
Service Class:	III	Funding Source:	budget of dept 1201
Hours per week:	40		
Months per year:	12	Bilingual Required:	Yes or No X <i>VP signature Required</i>
Days & Hours to be worked:	M-F 8-5	Night Shift or Graveyard stipend?	None X NS GY

2. Revised position or changed position (complete section above for comparison)


Department:		Last Incumbent:	
Position Title:		Date of vacancy:	
Service Class:		Funding Source:	
Hours per week:			
Months per year:		Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:		Night Shift or Graveyard stipend?	None NS GY

3. Annual Cost of the Proposal, and source of funds: _____

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

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

Classification/Position: Administrative Assistant III Date: 2/18/09 _____

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).		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.		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	

VP's Authorization for Bilingual: _____

DATE: _____

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.

(See Reverse)

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Administrative Assistant III

Dept/Program: Dean of Arts and Sciences

Submitted by: Susan Steele

Search Committee Chair: Susan Steele

PT/FTE: 1 FTE

New or Replacement: replacement

Service Category:

Salary/Benefit Costs: \$2956 per month plus .27378 rollup (= \$809)

Net Additional Costs: 0

Funding Source: Dept 1201 (Dean of Arts and Sciences) budget

Are there Salary Savings: yes \$995 per month, plus .27378 rollup (= \$272 per month)

Description of duties and responsibilities: See Admin Asst III job description

Special Considerations:

Does Position act as an entry point for the college? The position acts primarily to relate various parts of the college. Should it be bilingual? It wouldn't appear to be necessary. Why?

- I am requesting this position be considered by the Vice President to be designated Bilingual Required.
 No, this position should not be bilingual required

What would happen if this position weren't approved? There would be no administrative support for the dean overseeing Creative Arts, Humanities, Social Science, Physical Science, Life Science, and Physical Education. In short, utter chaos.