

Monterey Peninsula Community College District

Governing Board Agenda

June 26, 2013

Consent Agenda Item No. D

Human Resources
College Area

Proposal:

To approve the Classified personnel actions listed in the table below.

Background:

Item	Action	Details	Fiscal Implication
a)	Employment	Employment of Nicholas Garrison, Instructional Specialist, English Skills & Study Center, 18 hours per week, 7 months and 19 days per year, effective August 23, 2013.	Included in budget
b)	Employment	Employment of Nanda Warren, Instructional Specialist, English Skills & Study Center, 18 hours per week, 7 months and 19 days per year, effective August 23, 2013.	Included in budget
c)	Employment	Employment of Warren "Scott" Gunter, Division Office Manager, Business & Technology, 40 hours per week, 12 months per year, effective June 27, 2013.	Included in budget
d)	Employment	Employment of Devon Carlson, Career/Transfer Resource Center Coordinator, 40 hours per week, 12 months per year, effective July 1, 2013.	Included in budget
e)	Employment	Employment of Charlene Wells, Library Specialist-Interlibrary Loans, Periodicals & Circulation Desk, Library, 40 hours per week, 12 months per year, effective July 11, 2013.	Included in budget
f)	Establishment of New Position	Establish new position, Laboratory Specialist II, initial assignment in the Chemistry Department, 19 hours per week, 9 months per year, effective July 1, 2013.	Included in Budget
g)	Approve Job Description (attached)	Approval of the attached, updated job description Library Circulation Desk Coordinator, effective July 1, 2013. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 16 to range 17.	Included in Budget
h)	Approve Job Description (attached)	Approval of the attached, updated job description Library Specialist-Circulation Desk, effective July 1, 2013. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract.	N/A
i)	Approve Job Description (attached)	Approval of the attached, updated job description Library Specialist-Circulation-Technical Services, effective July 1, 2013. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract.	N/A
j)	Approve Job Description (attached)	Approval of the attached, updated job description Library Specialist-Interlibrary Loans, Periodicals & Circulation Desk Coordinator, effective July 1, 2013. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract.	N/A
k)	Approve Job Description (attached)	Approval of the attached, updated job description Maintenance Specialist, effective July 1, 2013. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract.	N/A

l)	Approve Job Description (attached)	Approval of the attached, updated job description CurricUNET Specialist, effective July 1, 2013. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract.	N/A
m)	Release During Probationary Period	Release during probationary period of employee #2367, effective at the close of the day, May 29, 2013.	N/A

Budgetary Implications:

See table.



RESOLUTION: BE IT RESOLVED, that the Governing Board approve the following item(s):

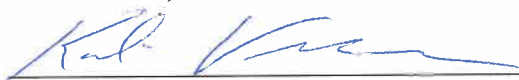
- a) Employment of Nicholas Garrison, Instructional Specialist, English Skills & Study Center, 18 hours per week, 7 months and 19 days per year, effective August 23, 2013.
- b) Employment of Nanda Warren, Instructional Specialist, English Skills & Study Center, 18 hours per week, 7 months and 19 days per year, effective August 23, 2013.
- c) Employment of Warren "Scott" Gunter, Division Office Manager, Business & Technology, 40 hours per week, 12 months per year, effective June 27, 2013.
- d) Employment of Devon Carlson, Career/Transfer Resource Center Coordinator, 40 hours per week, 12 months per year, effective July 1, 2013.
- e) Employment of Charlene Wells, Library Specialist- Interlibrary Loans, Periodicals & Circulation Desk, Library, 40 hours per week, 12 months per year, effective July 11, 2013.
- f) Establish new position, Laboratory Specialist II, initial assignment in the Chemistry Department, 19 hours per week, 9 months per year, effective July 1, 2013.
- g) Approval of the attached, updated job description Library Circulation Desk Coordinator, effective July 1, 2013. Placement on salary schedule is changed from range 16 to range 17.
- h) Approval of the attached, updated job description Library Specialist-Circulation Desk, effective July 1, 2013..
- i) Approval of the attached, updated job description Library Specialist-Circulation-Technical Services, effective July 1, 2013..
- j) Approval of the attached, updated job description Library Specialist-Interlibrary Loans, Periodicals & Circulation Desk Coordinator, effective July 1, 2013.
- k) Approval of the attached, updated job description Maintenance Specialist, effective July 1, 2013.
- l) Approval of the attached, updated job description CurricUNET Specialist, effective July 1, 2013.
- m) Release during probationary period of employee #2367, effective at the close of the day, May 29, 2013.

Recommended By:



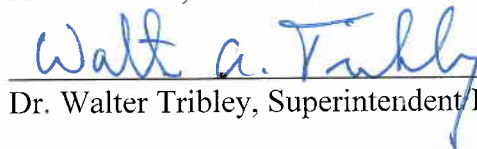
Barbara Lee, Associate Dean of Human Resources

Prepared By:



Kali F. Viker, Human Resources Analyst

Agenda Approval:



Dr. Walter Tribley, Superintendent/President