

### Request to Fill Classified 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 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)*

**1. This position is a**

|  | <input type="checkbox"/> Replacement<br>(No Changes) | <input checked="" type="checkbox"/> Replacement with<br>requested changes * | <input type="checkbox"/> New Position<br>(not a replacement) |
|--|--|---|--|
| Department:  |  | Student Services  |  |
| Position Title:  |  | Director, Children's<br>Center  |  |
| Last Incumbent or "New":   |  | Cathy Nyznyk  |  |
| Date of vacancy or<br>Date of Board approval of<br>new position: |  | N/A   |  |
| Salary Range:  |  | 44  |  |
| Hours per week:  |  | 40  |  |
| Months per year:   |  | 12  |  |
| Bilingual Required:  |  | No  |  |


\* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

***On a separate sheet, answer the below questions regarding the position.***

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)
  - I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
  - No, this position should not be bilingual required
8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at: <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>**

**Classification/Position: Director, Childrens' Center**

**Date: 4/21/15**

| 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).   | LW 6/3/15      |
| 2  | Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost. |                | 2     | Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.           | LW 6/3/15      |
| 3  | VP discusses request with Vice Presidents and President  |                | 3     | VP or designee 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.   | N/A            |
| 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.*  | LW 6/9/15      |
|  |  |                | 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: \_\_\_\_\_

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:** Director, Children's Center  
**Dept/Program:** Student Services  
**Submitted by:** Larry Walker  
**Search Committee Chair:** N/A  
**PT/FTE:** 1 FTE  
**New or Replacement:** Change to existing position  
**Service Category:** Management-Supervisory Salary Schedule, Range 44  
**Salary/Benefit Costs:** Current: \$115,332; Proposed: \$123,732 (see attachment)  
**Net Additional Costs:** \$8,400  
**Funding Source:** Restricted Fund, Child Development Center  
**Are there Salary Savings:** No

### **Description of duties and responsibilities:**

Provide leadership for and administer the Child Development Center (CDC) services at MPC. Plan, organize, control and direct the delivery of comprehensive child development and care services within the Child Development Center; provide direction, organization, and support for a comprehensive ECE instructional lab program. Lead and manage employees, budgets and other resources. Ensure compliance with state, federal, and local laws, rules, and regulations. Serve as liaison to and coordinate with appropriate local, state, and federal groups and agencies.

### **Special Considerations:**

Work load has increased, opening new 2 classrooms with a CDC capacity of 90 families.

### **Does Position act as an entry point for the college? Yes Should it be bilingual? No Why?**

This is a support position to the program and there is no language requirement necessary.

- 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?**

The overall operation of the CDC and monitoring of the various state and federal reporting requirements would be negatively impacted and pose a challenge to meet required deadlines for continued and possible future funding.