

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

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 <u>Ernesto Becerra</u> , Administrative Assistant II, Marina Education Center, 24 hours per week, 10 months and 11 days per year, effective <u>October 23, 2014</u> .	Included in Budget
b)	Employment	Employment of Kim Kingswold, Academic Curriculum Scheduling and Catalog Technician, 40 hours per week, 12 months per year, effective October 23, 2014.	Included in Budget
c)	Employment	Employment of <u>Katherine Haskin</u> , Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective <u>October 27, 2014</u> .	Included in Budget
d)	Employment	Employment of <u>Colton Miller</u> , Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective <u>October 27, 2014</u> .	Included in Budget
e)	Employment	Employment of <u>Donna Teresa</u> , Library Specialist-Circulation Desk, 16 hours per week, 8 months and 7 days per year, effective <u>October 27, 2014</u> .	Included in Budget
f)	Employment	Employment of <u>Cielo Cervantes</u> , Accommodations Specialist, Supportive Services, 40 hours per week, 12 months per year, effective <u>October 24, 2014</u> .	Included in Budget
g)	Approval of Job Description (attached)	Approval of the attached job description for Accounting Specialist, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No changes to salary placement.	N/A
h)	Approval of Job Description (attached)	Approval of the attached job description for Lab Specialist II, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No changes to salary placement.	N/A
i)	Approval of Job Description (attached)	Approval of the attached job description for Payroll Analyst, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 18 to range 20.	Cost for 2014/2015: \$6,402
j)	Approval of Title change and Job Description (attached)	Approve title change from Program Coordinator-Older Adult, in Academic Affairs, to Program Coordinator- Older Adult & Continuing Education and approve the attached job description for Program Coordinator- Older Adult & Continuing Education effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. No changes to salary placement.	N/A
k)	Establish New Position and	Establish new position and approve the attached job description for Accounting Specialist II, Fiscal Services, 40 hours per	Cost for 2014/2015:

	Approve Job Description (attached)	week, 12 months per year, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 12 to range 17.	\$7,617
	Reclassification	Change in title of position #26 and #42, Accounting Specialist, in the Fiscal Services Department to Accounting Specialist II.	
l)	Establish New Position and Approve Job Description (attached)	Establish new position and approve the attached job description for Accounting Specialist III, Fiscal Services, 40 hours per week, 12 months per year, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 12 to range 20.	Cost for 2014/2015: \$14,052
	Reclassification	Change in title of positions #101, #115, #143, and #149, Accounting Specialist, in the Fiscal Services Department to Accounting Specialist III.	
m)	Establish New Position and Approve Job Description (attached)	Establish new position and approve attached job description for Automotive Laboratory Manager, 40 hours per week, 11 months per year, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 17 to range 18.	Cost for 2014/2015: \$1,603
	Reclassification	Change in title of position #338, Lab Specialist II, in the Automotive Technology Department to Automotive Laboratory Manager.	
n)	Establish New Position and Approve Job Description (attached)	Establish new position and approve the attached job description for Instructional Technology Specialist-Nursing, 40 hours per week, 12 months per year, effective July 1, 2014. Changes were made in compliance with Article V (Reclassification) of the CSEA Contract. Placement on salary schedule is changed from range 22 to range 23.	Cost for 2014/2015: \$1,740
	Reclassification	Change in title of position #40, Instructional Technology Specialist in the Nursing Department to Instructional Technology Specialist-Nursing.	

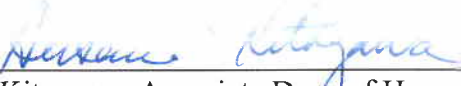
Budgetary Implications:

See table.

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

- a) Employment of Ernesto Becerra, Administrative Assistant II, Marina Education Center, 24 hours per week, 10 months and 11 days per year, effective October 23, 2014.
- b) Employment of Kim Kingswold, Academic Curriculum Scheduling and Catalog Technician, 40 hours per week, 12 months per year, effective October 23, 2014.
- c) Employment of Katherine Haskin, Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective October 27, 2014.
- d) Employment of Colton Miller, Library Specialist-Circulation Desk, 21.25 hours per week, 8 months and 7 days per year, effective October 27, 2014.
- e) Employment of Donna Teresa, Library Specialist-Circulation Desk, 16 hours per week, 8 months and 7 days per year, effective October 27, 2014.

- f) Employment of Cielo Cervantes, Accommodations Specialist, Supportive Services, 40 hours per week, 12 months per year, effective October 24, 2014.
- g) Approval of the attached job description for Accounting Specialist, effective July 1, 2014.
- h) Approval of the attached job description for Lab Specialist II, effective July 1, 2014.
- i) Approval of the attached job description for Payroll Analyst, effective July 1, 2014.
- j) Approve title change from Program Coordinator-Older Adult, in Academic Affairs, to Program Coordinator-Older Adult & Continuing Education and approve the attached job description for Program Coordinator-Older Adult & Continuing Education effective July 1, 2014.
- k) Establish new position and approve the attached job description for Accounting Specialist II, Fiscal Services, 40 hours per week, 12 months per year, effective July 1, 2014. Change in title of position #26 and #42, Accounting Specialist, in the Fiscal Services Department to Accounting Specialist II.
- l) Establish new position and approve the attached job description for Accounting Specialist III, Fiscal Services, 40 hours per week, 12 months per year, effective July 1, 2014. Change in title of positions #101, #115, #143, and #149, Accounting Specialist, in the Fiscal Services Department to Accounting Specialist III.
- m) Establish new position and approve attached job description for Automotive Laboratory Manager, 40 hours per week, 11 months per year, effective July 1, 2014. Change in title of position #338, Lab Specialist II, in the Automotive Technology Department to Automotive Laboratory Manager.
- n) Establish new position and approve the attached job description for Instructional Technology Specialist-Nursing, 40 hours per week, 12 months per year, effective July 1, 2014. Change in title of position #40, Instructional Technology Specialist in the Nursing Department to Instructional Technology Specialist-Nursing.

Recommended By: 
Susan Kitagawa, Associate Dean of Human Resources

Prepared By: 
Shirley Kim, HR Benefits & Retirement Coordinator

Agenda Approval: 
Dr. Walter Tribley, Superintendent/President