

To CC 1/27/12  
2/7/12



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

**1. Replacement (no changes) or NEW position**

Department:	Custodial	Last Incumbent:	Juan Gastelum
Position Title:	Custodian	Date of vacancy:	11-12-2010
Service Class:	6	Funding Source:	01-0080-0-6530-0931
Hours per week:	40		2100-000-00-2101
Months per year:	12	Bilingual Required:	Yes or <u>No</u> <i>VP signature Required</i>
Days & Hours to be worked:	To be decided	Night Shift or Graveyard stipend?	None NS GY TBD

**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

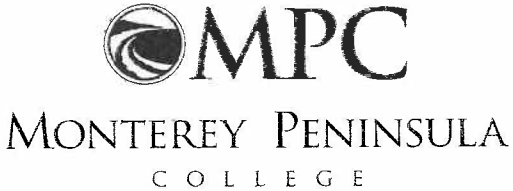
3. Annual Cost of the Proposal, and source of funds: \$29,244 + benefits  
01-0080-0-6530-0931-2100-000-00-2101

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

Position has been chilled for 1 year. This attrition coupled with increased areas of responsibility has affected morale

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

Classification/Position: Custodian GA Date: 12-15-11

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).	<i>[Signature]</i> 12/15/11	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.	<i>[Signature]</i>	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: *[Signature]*  
Dr. Douglas Garrison

DATE: 1-4-12

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: Custodian  
Dept/Program: Facilities  
Submitted by: Shaune D. Burke  
Search Committee Chair: Shaune D. Burke  
PT/FTE:           
New or Replacement:           
Service Category: 6A  
Salary/Benefit Costs: \$29,244 + benefits  
Net Additional Costs:           
Funding Source: 01-0080-0-6530-0931-2100-000-00-2101  
Are there Salary Savings: No

(Note: Turnover savings are generally used to fund step increases)

Description of duties and responsibilities: Responsible for daily and periodic project cleaning of an assigned area.

Special Considerations:

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

Having this position chilled for the last year has been one of the root causes of tensions and lowered morale in the Custodial department due to increased workloads and absentee coverage.