

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 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:	Library	Last Incumbent:	Gregg Yearwood
Position Title:	Library Systems Technology Coordinator	Date of vacancy:	Notified 9/19/11 Last day 10/6/11
Service Class:	Full-time Permanent	Funding Source:	Library budget
Hours per week:	40		
Months per year:	12	Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:	To be determined. Currently M – F 7:30 – 4:30 with one evening shift (11:15 – 8:15)	Night Shift or Graveyard stipend?	None 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:


This position is in the Library budget for 2011-12 at \$51,516 salary plus \$15,549 benefits; total \$67,065. Replacement cost at Step A is \$45,156 salary, plus \$13,629 benefits; total \$58,785

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

See Description of duties and responsibilities under the Template for Classified Position Request.

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

Classification/Position: Lib. Systems Technology Coordinator Date: 9/19/11

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).		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.	
3²	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: Library Systems Technology Coordinator

Dept/Program: Library

Submitted by: Stephanie Tetter

Search Committee Chair: Stephanie Tetter

PT/FTE: 1.0 FTE

New or Replacement: Replacement

Service Category: Full-time Permanent

Salary/Benefit Costs: Step A: \$45,156 +13,629 = \$58,785

Net Additional Costs:

Funding Source: Library Budget 01-0030-0-6120-1510-2200-000-00-2201

Are there Salary Savings: Incumbent was at Step D; replacement will be at Step A

Description of duties and responsibilities:

- Administration of library's integrated library system (includes Circulation, Cataloging, Acquisitions, Inventory Control, Public Access Catalog)
- Implementation and maintenance of student network
 - Install server and client software
 - Set user rights and privileges
 - Install user applications/modules
 - Upgrades and patches
 - System security
- Maintenance of databases of library's hardware inventory including repairs
- Collaboration with IT staff
- Pay-for-print system throughout LTC
- Programming of lights throughout LTC
- Responsible for security systems including video cameras throughout LTC
- Provides technology-related training
- Coordinates work of Instructional Technology Specialist, Instructional Assistants and student workers
- Oversees operation, coordination and maintenance of
 - Computer labs
 - Staff computers
 - Smart classrooms
 - Peripherals
 - Other equipment (including thin client implementation)
- Oversees specialized library systems

- Monitors and analyzes:
 - web-based databases
 - proxy server
 - file servers
 - Print server

Special Considerations:

The functions of this position are critical to the operation of the library and the entire LTC building.

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

No

I am requesting this position be considered by the Vice President to be designated Bilingual Required.

X No, this position should not be bilingual required

What would happen if this position weren't approved?

There is no-one else on the Library staff with the knowledge, skills and abilities to perform the duties and responsibilities listed above.