

# Monterey Peninsula College

## **Process for Requesting 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. Simply complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain can 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**

Department	ADMJ	Position Title:	Secretary
Service Class:	4	Last Incumbent:	Connie Newton
Range (step A-F):	F	Date of vacancy:	May, 2008
Hours per week:	40		
Months per year:	12	Funding Source:	General Fund

**2. Requested Changes (complete section above for comparison)**

Department	Academic Affairs	Position Title:	CurricUNET specialist
Service Class:	Pending Negotiations		
Range (step A-F):	Pending Negotiations		
Hours per week:	40		
Months per year:	12	Funding Source:	General Fund

3. Annual Cost of the Proposal, and source of funds: \$34,824 plus \$31,900 benefits from the general fund (The previous incumbent was at level 4F which had a total salary of \$40,344. A \$5,520 savings is estimated pending negotiations.)

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

This position is necessary to provide the training and assistance that faculty and staff will need to implement the new CurricUNET software. The contract with Governet, the vendor company, only provided two or three days of training. Faculty also will need assistance in updating their courses on the new software.

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

**(See Reverse)**

Please read the instructions on the reverse, and fill in the information describing your request. Use the table below to track the progress of your request.

**Classification/Position:** CurricUNET specialist **Date:** 9-2-08

steps	Activity	Initials/ Date	steps	Activity	Initials/ Date
1 	Chair/manager discusses the new/vacant position with division/area and other relevant group(s), including HR/AA. HR will notify MPCEA or MPCTA as necessary.	MRG 9/2/08			
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 Advisory Group				
4  	VP discusses request with Vice Presidents and President				
5 	College Council Reviews and makes a recommendation to the President.		[REDACTED]		
6  	President makes final decision and informs College Council, VP, Chair/manager. If action required, President directs HR to process request (Board approval, recruitment, etc.)		6 	President decides to send the request through the normal budget process	
7 	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps (e.g. union review).		7  	Following budget approval, the VP informs HR that position/increase/etc. can be processed	

 = Good News, 
  =Go to Next Step, 
  = Really Good News, 
  =Waiting/Hoping,  
 =Receiving Good News       = Detour

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.

(See Reverse)

## **TEMPLATE FOR CLASSIFIED POSITION REQUEST**

**Position Title:** CurricUNET Specialist

**Dept/Program:** Academic Affairs

**Submitted by:** Michael Gilmartin

**PT/FTE:** 1.0

**New or Replacement:** Replacement of Secretary Position with this CurricUNET specialist

**Service Category:** Pending negotiations

**Salary/Benefit Costs:** Pending negotiations

**Total Costs:** Pending negotiations.

**Funding Source:** General Fund

**Are there Salary Savings:** Yes, a salary savings of approximately \$5,520 is estimated, pending negotiations.

**Description of duties and responsibilities:** This position will provide a variety of training and support duties for faculty and staff in connection with the new CurricUNET software. The position will assist in training faculty, full and part-time, and other staff involved in curriculum development and approval processes. This will involve helping with the software itself and assisting faculty in learning how to process course outlines in an online environment.

**Special Considerations:** None

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

This position is not an entry point for the college.

**What would happen if this position weren't approved?**

The college would not be able to implement the CurricUNET program. The implementation is somewhat of an all or none process in that everyone must learn to use it for it to work. Without this position to provide training and assistance, the college would not be able to implement this type of system in a timely or effective manner.