

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 checked="" type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Student Services		
Position Title:	Health Services Specialist		
Last Incumbent or "New":	Johnny Elorza		
Date of vacancy or Date of Board approval of new position:	3/5/18		
Salary Range:	14		
Hours per week:	40		
Months per year:	12		
Bilingual Required:	N		

* 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 questions below 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/about-mpc/campus-resources/human-resources/employment/job-descriptions>

Classification/Position: Health Services Specialist **Date:** 2/22/18

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).	LW 3/1/18	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
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 3/1/18	2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with President's Cabinet.	WT 3/19/18	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to President's Advisory Group for information.	WT 3/19/18	4	VP discusses request with President's Cabinet. HR informs MPCEA and intitates negotiations.	
5	HR begins recruitment.		5	President's Advisory Group reviews and makes a recommendation to the President. 1 Reading (Action).*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request for Board approval. HR begins recruitment.	

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization: _____

DATE: _____

The President may authorize action without completing this process and will inform the President's Advisory Group..

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 President's Advisory Group.

Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to the President's Advisory Group for action (one reading) and approved by the Board of Trustees. Positions represented by MPCEA must be negotiated.

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

1. Annual Cost of the Proposal (HR will complete).
Base Salary - \$2,992
Annual Salary - $\$2,992 * 12 = \$35,904$
Roll-Up Costs - $\$35,904 * .24588 = \$8,828.07$
Benefits Cost - \$22,738

Total Cost of Position - **\$67,470.07**

2. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
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4. Explain how this position supports student learning.
5. Explain what would happen if the position weren't approved.
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I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:

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Job Description/Title: Health Services Specialist
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

HEALTH SERVICES SPECIALIST

JOB SUMMARY

Under general supervision, perform varied and responsible duties related to the college healthcare services. Receive limited supervision within a broad framework of standard policies and procedures. Provide responsible and supportive functions to facilitate the effectiveness of the health services office; exercise independent judgment; relieve college Nurse of routine and office detail.

EXAMPLE OF FUNCTIONS

Essential Functions

Within scope of licensure, provide basic health care services and first aid to students and emergency care for faculty, staff and visitors.

Facilitate efficient office operations for the delivery of health services to students in the Health Services Office; provide health related information and assistance to students concerning health problems, services, insurance and related matters.

Respond to medical emergencies with the College Nurse and/or Security; make decisions about appropriate course of action to take within the scope of training; refer complex medical problems to proper authorities.

Maintain inventory and prepare purchase orders for supplies as needed; store and issue supplies and equipment.

Maintain confidential records, activity logs, reports and statistics of student accidents and illnesses.

Operate medical screening equipment for blood pressure, oral temperature, and basic vision screening.

Provide referrals to appropriate medical providers according to established procedures; provide a variety of printed health related information to students and staff.

Maintain records and files related to student insurance, hazard and accident/incident reports; assure completion of forms and prepare student accident/injury reports as needed.

Refer injured or ill employees to Human Resources.

Maintain close communication with the College Nurse on proper procedures for dealing with physical and mental health issues, substance abuse and other related matters.

Arrange for transportation of ill or injured students/staff to Health Services Office by college tram.

Maintain and provide confidential information regarding health services clients to the College Nurse; assist in communicating, under HIPPA regulations, with family, staff, and faculty regarding clients.

Assist students in setting up appointments and complete necessary forms for psychological services; prepare forms, time cards, invoices and maintain records of psychological services.

Compile health services and psychological services statistical data; use appropriate word processing, spreadsheet and/or database programs to prepare reports; enter data; compile and prepare special reports in conformance with established regulations and procedures.

Maintain files, records, forms, mailing lists and other information as required; receive, open and route mail.

Other Functions

Perform other related duties as assigned.

Direct work of student aides; provide work supervision and guidance as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and experience that would indicate possession of the required knowledge, skills and abilities listed herein. Two years of recent relevant work in health services and licensing and certificates as listed below.

Knowledge

Knowledge of: emergency first aid procedures; community agencies and services; administration of vision, blood pressure screening tests; current office practices; practices, procedures and equipment related to primary care health care; record keeping as related to the requirements of health care services; applicable state laws and regulations relating to health care services; word processing, spreadsheet and/or database programs as needed.

Abilities

Ability to: exercise judgment in dealing with emergencies and special health needs of students; administer first aid and respond to emergency situations effectively and efficiently unsupervised; handle emergencies and stressful situations calmly and effectively; triage emergency situations accurately and adopt an effective course of action; interact effectively in a wide variety of situations requiring diplomacy, tact, friendliness, poise and firmness; prioritize tasks and do several tasks simultaneously; use discretion in dealings with staff and student problems and handling confidential records; maintain accurate records and reports; learn to interpret, apply, and explain rules, regulations, policies and procedures in the health services area; understand and carry out oral and written directions; coordinate office activities; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new healthcare services techniques, and various software programs as required to fulfill the requirements of the job; use appropriate and correct English grammar, spelling, and punctuation; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

Light to Moderate physical effort handling lightweight parcels up to 15 pounds; frequent standing or walking; and may require squatting, kneeling, and bending; ability to respond quickly to emergency situations; possible exposure to communicable disease, blood borne pathogens, body fluids, and to a wide range of emotional states in course of providing health care services. Indoor/outdoor work environment when responding to emergencies.

License and Certificates

A valid Emergency Medical Technician (EMT) certificate or Certified Nursing Assistant (CNA) or Licensed Practical Nurse (LPN) /Licensed Vocational Nurse (LVN) certificate desirable and a valid First Aid/CPR/AED card is required.