

## 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:	ESSC	Last Incumbent:	Jackie Trytten
Position Title:	Instructional Specialist	Date of vacancy:	8/19/10
Service Class:	14 in 2012/2013	Funding Source:	01-0030-0-6110-0315-
Hours per week:	18		2400-000-00-2402
Months per year:	7 months, 19 days	Bilingual Required:	No
Days & Hours to be worked:	TBD	Night Shift or Graveyard stipend?	No

### 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: Funding will come from the ESSC permanent part-time classified budget at an annual cost of \$9,769

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


The ESSC serves all those students enrolled in English 401 and 421 labs (11 sections total), as well as students enrolled in the many of our for-credit independent study courses. We are currently understaffed

by two positions. The consequences of not filling this position, recently vacated by Jackie Trytten, include increased workload for the existing staff and Director and insufficient ability to meet students' needs.

Replacing Jackie Trytten with a new hire will result in an annual savings of \$1,509 per year.

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

**Classification/Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

steps	<b>REPLACEMENT POSITION</b>	Initials/Date	steps	<b>NEW OR CHANGED POSITION*</b>	Initials/Date
<b>1</b>	Chair/manager discusses vacant position with division/area and other relevant group(s).		<b>1</b>	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
<b>2</b>	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.		<b>2</b>	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	
<b>3</b>	VP discusses request with Vice Presidents and President		<b>3</b>	VP discusses request with Advisory Group.	
<b>4</b>	President makes final decision. VP presents to College Council for information.		<b>4</b>	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
<b>5</b>	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		<b>5</b>	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			<b>6</b>	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			<b>7</b>	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:** Instructional Specialist

**Dept/Program:** ESSC

**Submitted by:** Adria Gerard

**Search Committee Chair:** Adria Gerard

**PT/FTE:** PT

**New or Replacement:** Replacement

**Service Category:** 14

**Salary/Benefit Costs:** \$9,769 per year

**Net Additional Costs:**

**Funding Source:** 01-0030-0-6110-0315-2400-000-00-2402

**Are there Salary Savings:** \$1,509 per year

**Description of duties and responsibilities:** Instructional Specialists are the first point of contact for students entering the ESSC and are responsible for the following duties:

working with individual and small groups of students on specific subjects, assignments, or other academic tasks;

maintaining awareness of MPC's diverse student population and attending to the diverse needs of individual students;

maintaining required records of student progress and reviewing with program supervisor as needed;

explaining to students course options as well as lab policies and procedures;

conferring with program supervisor and/or instructors concerning program materials to meet student needs;

administering and scoring student tests or assisting students with self-administered assessments and conferring with instructors and/or program supervisor as needed;

helping to monitor student attendance and explaining to students Timekeeper procedures;

serving as source of information regarding courses, departments, student services, learning centers, and other resources on campus;

assisting students with technical issues and computer instructional programs as needed;

maintaining inventory of instructional supplies and materials as well maintaining the cleanliness of student and staff workspace;

developing creative methods and teaching techniques within the framework and guidelines of the Center and in conjunction with the program supervisor;

serving on college committees as assigned;

attending staff development functions and in-service training meetings as appropriate or required;

**Special Considerations:** None

**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.
- No, this position should not be bilingual required

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

The ESSC serves all those students enrolled in English 401 and 421 labs (11 sections total), as well as students enrolled in the many of our for-credit independent study courses. We are currently understaffed by two positions. The consequences of not filling this position, recently vacated by Jackie Trytten, include increased workload for the existing staff and Director and insufficient ability to meet students' needs.