

Monterey Peninsula Community College District

Governing Board Agenda

November 19, 2014

Consent Agenda Item No. C

Human Resources
College Area

Proposal:

To approve the Classified personnel actions listed in the table below.

Background:

Item	Action	Details	Fiscal Implication
a)	Employment	Employment of Julia Fields , Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective December 1, 2014 .	Included in Budget
b)	Employment	Employment of Linda Marie Johnson , Instructional Specialist, Access Resource Center, 18 hours per week, 7 months and 18 days per year, effective December 1, 2014 .	Included in Budget
c)	Increase in Work Year Schedule	Increase in work year schedule of Instructional Technology Specialist, Humanities (#328), from current 36 hours per week, 10 months & 12 days per year, to 40 hours per week, 12 months per year, effective November 20, 2014.	Cost for 2014/2014: \$14,533
d)	Resignation	Resignation of Ayzza Camacho, Administrative Assistant III, Academic Affairs, 40 hours per week, 12 months, effective at the end of the day, November 13, 2014.	N/A
e)	Approval of Job Description (attached)	Approval of the attached job description for Academic Curriculum, Scheduling & Catalog Technician effective August 1, 2014.	N/A
f)	Approval of Job Description (attached)	Approval of the attached job description for CurricUNET Specialist effective August 1, 2014.	N/A
g)	Approval of Job Description (attached)	Approval of the attached job description for Scheduling Technician effective August 1, 2014.	N/A
h)	Approval of Job Description (attached)	Approval of the attached job description for Administrative Assistant III effective August 1, 2014.	N/A
i)	Approval of Job Description (attached)	Approve title change from Administrative Assistant III, in Academic Affairs, to Administrative Assistant III/Faculty Contracts for positions #5 and #330, and approve the attached job description for Administrative Assistant III/Faculty Contracts effective 7/1/2014.	Cost for 2014/2015: \$2,429

j)	Establish New Position and Approve Job Description (attached)	Establish new position and approve attached job description for Unit Office Manager, Public Safety Training Center, 40 hours per week, 12 months per year, salary range 18, effective August 1, 2014.	Cost for 2014/2015: \$7,815
k)	Approval of Job Description (attached)	Approve title change for position #180 from Administrative Assistant III/Instructional Contracts Coordinator to Administrative Assistant III effective August 1, 2014.	N/A
l)	Approval to transfer positions out of the bargaining unit	Transfer positions out of the bargaining unit and change to confidential status for positions #99 and #136, Administrative Assistant IV, Academic Affairs and Administrative Assistant IV, Student Services, effective 8/1/2014.	Cost for 2014/2015: \$13,412

Budgetary Implications:

See table.

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the following item(s):

- a) Employment of **Julia Fields**, Sciences Laboratory Manager, Life Science, 40 hours per week, 11 months per year, effective **December 1**, 2014.
- b) Employment of **Linda Marie Johnson**, Instructional Specialist, Access Resource Center, 18 hours per week, 7 months and 18 days per year, effective **December 1**, 2014.
- c) Increase in work year schedule of Instructional Technology Specialist, Humanities (#328), from current 36 hours per week, 10 months & 12 days per year, to 40 hours per week, 12 months per year, effective November 20, 2014.
- d) Resignation of Ayzza Camacho, Administrative Assistant III, Academic Affairs, 40 hours per week, 12 months, effective at the end of the day, November 13, 2014.
- e) Approval of the attached job description for Academic Curriculum, Scheduling & Catalog Technician effective August 1, 2014.
- f) Approval of the attached job description for CurricUNET Specialist effective August 1, 2014.
- g) Approval of the attached job description for Scheduling Technician effective August 1, 2014.
- h) Approval of the attached job description for Administrative Assistant III effective August 1, 2014.
- i) Approve title change from Administrative Assistant III, in Academic Affairs, to Administrative Assistant III/Faculty Contracts for positions #5 and #330, and approve the attached job description for Administrative Assistant III/Faculty Contracts effective 7/1/2014.
- j) Establish new position and approve attached job description for Unit Office Manager, Public Safety Training Center, 40 hours per week, 12 months per year, salary range 18, effective August 1, 2014.
- k) Approve title change for position #180 from Administrative Assistant III/Instructional Contracts Coordinator to Administrative Assistant III effective August 1, 2014.
- l) Transfer positions out of the bargaining unit and change to confidential status for positions #99 and #136, Administrative Assistant IV, Academic Affairs and Administrative Assistant IV, Student Services, effective 8/1/2014.

Recommended By: Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Prepared By: Shirley Kim
Shirley Kim, HR Benefits & Retirement Coordinator

Agenda Approval: Walter Tribley
Dr. Walter Tribley, Superintendent/President