

CLASSIFIED POSITION REPLACEMENT REQUEST

February 5, 2007

Position Title: Shipping Receiving Specialist

Dept/Program: Facilities

Submitted by: Steve Morgan

PT/FTE: Full Time

New or Replacement: Replacement of a budgeted position

Salary/Benefit Costs: \$26,796 salary + \$7,268 benefits + \$ 22,455 health & welfare.

Total Costs: \$56,519.

Funding Source: Facilities – Warehouse Dept. 0937 (District funded).

Are there Salary Savings? : \$9,412 per year as former employee retired at higher pay.

Description of duties and responsibilities: Perform routine duties related to receipt, sorting and distribution of all U.S. mail including parcels, overnight deliveries and board packets to all departments on campus. Process outgoing mail including oversight of postal meter and its budget and related shipping expenditures. Maintain and operate an orderly and safe, shipping and receiving area including equipment used in day to day operations. Schedule and coordinate the district's 5 twelve-passenger vans and potentially other vehicles for district use, and maintain records pertaining to vehicles' use and travel activities. Drive district vehicles and utility carts and assist in coordination of maintenance and repair of district vehicles as required. This position is subject to overtime as necessary.

Special Considerations: The indoor/outdoor work environment includes exposure to extreme temperatures and weather and may include extensive standing, walking and lifting or moving heavy parcels, machines or equipment of 50 pounds or more.

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

This position provides the critical day to day incoming and outgoing mail operations services vital to all areas of the college's operations. Overall knowledge of the varied campus departments and their functions is critical in the performance of this job. This position works throughout the campus areas, however bilingual skills are not considered integral to job performance.

What would happen if this position weren't approved? Receipt and distribution of the U.S. mail as well as daily outgoing mail is an essential function, requiring it be done in an efficient and timely manner.