

**REQUESTS TO FILL (IN PROCESS)
FOR NOVEMBER 15, 2016**

Pending Re-opening of position			Recruitment on hold; RTF returned to hiring manager					HR has been waiting to discuss recruitment with hiring manager				
Department/Division Manager	Division	Position Title	Classification	FTE	Vacancy Reason	Recruiter	Date PC approved	Posting date	Closing date	Interview dates	Expected Board Approval	Recent Activity Comments
Administrative Services/ Mike Gregoryk	Administrative Services	Administrative Specialist III (VP Priority List)	262-Classified	1.00	Jill Miller (Retirement)	Cristal	5/31/16	9/23/16	10/13/16	11/14/16	12/14/16	On Target to meet established Timeline
Facilities Planning & Mgmt/ Gary Nellesen	Administrative Services	Administrative Specialist III (VP Priority List)	262-Classified	1.00	New Position	Erika	3/8/16	9/22/16	10/12/16	11/17/16	12/14/16	On Target to meet established Timeline
Information Technology/ Bob Hughes	Administrative Services	Business Analyst (VP Priority List)	262-Classified	1.00	New Position	Erika	3/1/16	10/6/16	10/28/16	11/29/16	1/11/17	On Target to meet established Timeline
Information Technology/ Ron Bean	Administrative Services	Computer Facilities Assistant	262-Classified	0.475	David Gordon (VLTP)	Zaira	3/8/16	10/11/16 (VLTP)	10/19/16 (VLTP)		11/9/16	Pending New Hire Recommendation
Technical Services/ Bill Eastham	Administrative Services	Coordinator, Audio Visual Systems (VP Priority List)	262-Classified	1.00	New Position	Erika	2/9/16	8/12/16	9/9/16	10/14/16	11/9/16	New Hire Recommendation: Adam San Miguel
Custodial Services/ Ken McAlpin	Administrative Services	Custodian	651-Classified	1.00	Ronald McGreggor (Retirement)	Eugenia	10/25/16	11/15/16	12/8/16		2/8/17	
Grounds and Transportation/ Gary Nellesen	Administrative Services	Director, Grounds and Transportation (VP Priority List)	Management	1.00	Carol Partridge (Resignation)	Eugenia	8/1/16	9/6/16	10/5/16	10/31/16	12/14/16	Unsuccessful Recruitment
Administrative Services/ Mike Gregoryk	Administrative Services	Director, Safety and Risk Management (VP Priority List)	Management	1.00	Karen Saldana (Retirement)	Cristal	5/31/16	9/27/16	10/24/16	11/18/16	12/14/16	On Target to meet established Timeline
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Specialist (1 of 3) (VP Priority List)	262-Classified	1.00	Kathy Olivares (Retirement)	Maria	6/15/16	9/7/16	9/27/16	11/1/16	12/14/16	On Target to meet established Timeline
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Specialist (2 of 3) (VP Priority List)	262-Classified	1.00	Katie Ly (Resignation)	Maria	6/15/16	9/7/16	9/27/16	11/1/16	12/14/16	On Target to meet established Timeline
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Specialist (3 of 3) (VP Priority List)	262-Classified	1.00	New Position	Maria	11/1/16	9/7/16	9/27/16	11/1/16	12/14/16	On Target to meet established Timeline
Facilities Planning & Management/ Gary Nellesen	Administrative Services	Manager, Construction Project	Management	1.00	Caryn Cowin (Resignation)	Leticia	9/20/16	11/22/16	1/10/17		3/8/17	Job to be posted pending HM approval
Public Safety/ Dave Wilson	Administrative Services	Public Safety Officer	262-Classified	1.00	Joseph Carl (Retirement)	Cristal	10/25/16	11/02/16 (VLTP)	11/10/16 (VLTP)		2/8/17	VLTP in process
Fiscal Services/ Teresa Patterson	Administrative Services	Senior Buyer	262-Classified	1.00	Rondell Schroeder (Promotion)	Erika	10/25/16	11/9/16	12/2/16		2/8/17	
Technical Services/ Bill Eastham	Administrative Services	Theatrical Audio Engineer	262-Classified	1.00	Alvaro Rodriguez (Promotion)	Cristal	6/28/16	11/7/16	12/14/16		2/8/17	Tentative Timeline established; pending Committee Formation
Human Resources	Human Resources	Director, EEO Programs (VP Priority List)	Management	1.00	Lorraine Jones (Resignation)	Zaira		9/26/16	10/26/16		12/14/16	Tentative Timeline and Committee Formation sheet emailed to HM
Education for Older Adults/ Mary Lange	Instruction	Administrative Specialist I	262-Classified	0.475	Kimberly Keene	Eugenia	6/28/16	10/28/16	11/21/16	1/6/17	2/8/17	Tentative Timeline and Committee Formation sheet emailed to HM

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Humanities & Social Sciences/ Jim Jenkins	Instruction	Administrative Specialist I (Study Abroad)	262-Classified	0.475	New Position	Erika	10/18/16				2/8/17	Job to be posted pending HM approval. Next follow-up scheduled: 11/14/16
Adult Basic Education/ Lesley Johnson	Instruction	Administrative Specialist I (VP Priority List)	262-Classified	0.475	Julia Villalobos (Resignation)	Eugenia	5/31/16	10/25/16	11/16/16	12/20/16	2/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Technology & Health/ Sarah Plesetz	Instruction	Administrative Specialist II	262-Classified	0.80	Teresita Hood (Retirement)	Erika	10/18/16				2/8/17	Job to be posted pending HM approval. Next follow-up scheduled: 11/14/16
Short Term Vocational/ Tami Pearson	Instruction	Administrative Specialist II	262-Classified	0.475	New Position	Eugenia	8/24/16	10/26/16	11/17/16	1/4/17	2/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
School of Continuing Ed/ Madelyn Arballo	Instruction	Administrative Specialist II	262-Classified	1.00	Sabeena Soni (Promotion)	Lisa	5/31/16	10/11/16 (VLTP)	10/19/16 (VLTP)	10/27/16		New Hire Recommendation: Katherine Butterbaugh (VLTP)
Learning Assistance Center/ Romelia Salinas	Instruction	Administrative Specialist II (VP Priority List)	262-Classified	1.00	Tiefa Fisher Gabriela (Resignation)		4/12/16	9/30/16	10/20/16	11/17/16	12/14/16	On Target to meet established Timeline
Continuing Education/ Madelyn Arballo	Instruction	Administrative Specialist II (VP Priority List)	262-Classified	1.00	Linda Rodriguez (Retirement)	Lisa	5/17/16	11/2/16	11/23/16	1/16/17	2/8/17	Tentative Timeline established; pending Committee Formation
Research & Institutional Effectiveness/ Barbara McNeice Stallard	Instruction	Administrative Specialist III (VP Priority List)	262-Classified	1.00	New Position	Leticia	5/17/16	9/30/16	10/21/16	12/8/16	12/14/16	On Target to meet established Timeline
Instruction/ Lianne Greenlee	Instruction	Administrative Specialist III (Teaching & Learning Center) (VP Priority List)	262-Classified	0.475	New Position	Leticia	6/15/16	11/16/16	12/8/16		12/14/16	VLT process complete: Move on to reg. recruitment process
	Instruction	Administrative Specialist IV	262-Classified	0.475	Suzanne Haynes (Resignation)		11/1/16					In queue
Business Division/ Jennifer Galbraith	Instruction	Administrative Specialist IV (VP Priority List)	262-Classified	1.00	Karen Newsome (Transfer)	Erika	10/18/16	11/3/16 (VLTP)	11/14/16 (VLTP)		2/8/17	VLTP in process
ESL/Jody Fernando	Instruction	Admissions and Registration Clerk	262-Classified	0.475	New Position	Cristal	6/7/16	11/15/16	12/8/16			
Business Division/ Jennifer Galbraith	Instruction	Career Services Specialist	262-Classified	1.00	New Position	Maria	9/20/16				12/14/16	Job Description sent to CSEA for review; due by 11/10/16
Grants/ Adrienne Price	Instruction	Coordinator, Grants (VP Priority List)	262-Classified	1.00	New Position	Cristal	1/19/16	9/13/16	10/17/16	11/16/16	12/14/16	On Target to meet established Timeline
Technology & Health/ Sarah Plesetz	Instruction	Coordinator, Health Programs (VP Priority List)	262-Classified	1.00	Kathy Killiany (Resignation)	Erika	2/2/16				2/8/17	Job to be posted pending HM approval.
ESL/Liza Becker	Instruction	Coordinator, Project Program (ESL)	262-Classified	0.475	Caridad Oppenstein	Cristal	5/17/16	11/7/16 (VLTP)	11/16/16 (VLTP)		1/11/17	VLTP in process
Instruction/ Lianne Greenlee	Instruction	Coordinator, Project/Program (Teaching & Learning Center) (VP Priority List)	262-Classified	1.00	New Position	Leticia	6/15/16	11/16/16	12/8/16		2/8/17	VLT process complete: Move on to reg. recruitment process

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School of Continuing Ed/ Madelyn Arballo	Instruction	Coordinator, School of Continuing Education (Vacancy 1 of 2)	262-Classified	1.00	New Position		6/15/16	11/10/16	12/6/16			
School of Continuing Ed/ Madelyn Arballo	Instruction	Coordinator, School of Continuing Education (Vacancy 2 of 2)	262-Classified	1.00	New Position		9/27/16	11/10/16	12/6/16			
ESL/Jody Fernando	Instruction	Coordinator, Vocational ESL	262-Classified	1.00	New Position	Cristal	6/15/16	11/7/16	11/30/16			Tentative Timeline established; pending Committee Formation
Humanities & Social Science/ Jim Jenkins	Instruction	Director, Honors (VP Priority List)	Management	1.00	Maryann Tolano-Leveque (Resignation)	Cristal	4/12/16	8/19/16	9/19/16	10/13/16	11/9/16	New Hire Recommendation: Heidi Lockhart
Learning Assistance Center/ Meghan Chen	Instruction	Director, Learning Assistance Center	Management	1.00	Bailey Smith (Resignation)	Leticia	8/24/16	11/15/16	12/14/16	2/1/17	3/8/17	On Target to meet established Timeline
Research & Institutional Effectiveness/ Barbara McNeice Stallard	Instruction	Educational Research Assessment Analyst	262-Classified	0.475	New Position	Leticia	9/13/16	11/15/16	12/7/16		2/8/17	VLT process complete: Move on to reg. recruitment process
Instruction/ Irene Malmgren	Instruction	Executive Assistant I	Confidential	1.00	New Position	Joanne / Nerissa	6/28/16	10/7/16	10/27/16	11/21/16	12/14/16	On Target to meet established Timeline
Commerical & Entertainment Arts/ Sue Long	Instruction	Lab Tech - Photography	262-Classified	0.475	Chris Benoe (VLT)	Maria	8/9/16	11/4/16	11/15/16		1/11/17	Tentative Timeline established; pending Committee Formation
Business Division/ Jennifer Galbraith	Instruction	Laboratory Assistant - Child Development Observation	262-Classified	0.475	New Position	Erika	10/13/15*	9/19/16	10/17/16	11/10/16	12/14/16	On Target to meet established Timeline *Developing JD caused delay in
Biological Sciences/ Matt Judd	Instruction	Laboratory Technician II - Biological Sciences (VP Priority List)	262-Classified	1.00	Jeremy Marion	Maria	8/9/16	11/3/16	11/29/16		1/11/17	Tentative Timeline established; pending Committee Formation
Fine Arts/ Sue Long	Instruction	Laboratory Technician, Fine Art	262-Classified	0.475	Christina McCurdy	Leticia	11/1/16	11/7/16 (VLTP)	11/16/16 (VLTP)			VLTP in process
Library/ Romelia Salinas	Instruction	Lead Library Technician	262-Classified	1.00	Linda Small (Retirement)	Maria	8/30/16					Job to be posted pending HM approval. Next follow-up scheduled: 11/4/16
Continuing Education/ Liza Becker	Instruction	Learning Lab Assistant	262-Classified	0.475	New Position	Cristal	6/7/16	11/15/16 (VLTP)	11/23/16 (VLTP)		1/11/17	VLTP in process
Learning Assistance Center/ Romelia Salinas	Instruction	Learning Lab Assistant (VP Priority List)	262-Classified	0.475	Katelyn Abadie (Resignation)	Maria	4/12/16	9/30/16	10/21/16	11/14/16	12/14/16	On Target to meet established Timeline
ESL/Jody Fernando	Instruction	Project/Program Specialist	262-Classified	0.475	New Position	Maria	2/2/16	9/2/16	9/23/16	10/13/16	11/9/16	New Hire Recommendation: Frances Fendors
President's Office/ Dr. William Scroggins	President's Office	Executive Assistant to the President and Board of Trustees	Confidential	1.00	Denise Lindholm (Retirement)	Joanne / Nerissa	7/19/16	9/9/16	9/30/16	11/7/16	12/14/16	On Target to meet established Timeline
Bridge Program/ Francisco Dorame	Student Services	Administrative Specialist I (VP Priority List)	262-Classified	1.00	Sophia Salazar (VLT)	JenMay	7/19/16	11/9/16	12/2/16		3/8/16	Tentative Timeline

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EOPS/ Irene Herrera	Student Services	Administrative Specialist II	262-Classified	1.00	New Position	Eugenia	9/13/16	11/3/16	11/28/16	1/17/17	2/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Student Services/ Audrey Yamagata-Noji	Student Services	Administrative Specialist III (VP Priority List)	262-Classified	1.00	Irma Tepepa (VLT)	Leticia	5/10/16	10/28/16	11/21/16		2/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Student Services/ Audrey Yamagata-Noji	Student Services	Coordinator, Project Program (Inreach & Retention) (VP Priority List)	262-Classified	1.00	New Position	Erika	5/10/16	9/26/16	10/14/16	11/16/16	12/14/16	On Target to meet established Timeline
Student Services/ Audrey Yamagata-Noji	Student Services	Dean, Student Services	Management	1.00	Carolyn Keys (Retirement)	Leticia	9/27/16	11/17/16	12/19/16		3/8/17	Job to be posted pending HM approval. Next follow up: 11/15/16
Aspire Program/ Francisco Dorame	Student Services	Director, Aspire Program (VP Priority List)	Management	1.00	New Position	Erika	4/22/16	7/14/16	8/25/16	10/10/16	11/9/16	New Hire Recommendation: Clarence Banks
CalWORKs/ Grace Hanson	Student Services	Director, CalWORKs (VP Priority List)	Management	1.00	Stephen Brown (Resignation)	Leticia	9/13/16	11/15/16	12/14/16		3/8/17	Job to be posted pending HM approval. Next follow up: 11/15/16
Student Services/ Audrey Yamagata-Noji	Student Services	Director, International Students (VP Priority List)	Management	1.00	Tiffany Sergio (Resignation)	Erika	5/10/16	7/14/16	8/25/16	10/21/16	12/14/16	Pending New Hire Recommendation
Financial Aid/ Chau Dao	Student Services	Student Services Program Specialist II (VP Priority List)	262-Classified	1.00	New Position	Maria	6/15/16	10/21/16 (VLTP)	11/2/16 (VLTP)		12/14/16	VLTP process complete: Move on to reg. recruitment process
High School Outreach/ Tannia Robles	Student Services	Student Services Program Specialist II (VP Priority List)	262-Classified	1.00	New Position	Maria	8/9/16	10/25/16 (VLTP)	11/4/16 (VLTP)		12/14/16	VLTP in process
Student Services/ Francisco Dorame	Student Services	Upward Bound Academic Specialist (VP Priority List)	262-Classified	1.00	Elisa Hoyos Vences	Eugenia	5/3/16	9/16/16	10/7/16	11/3/16	12/14/16	On Target to meet established Timeline
Full Time Faculty Recruitments												
Business Division/ Jennifer Galbraith	Instruction	Professor, Computer Information Systems	Faculty	1.00	William Roche (Deceased)	Erika	9/27/16	10/5/16	11/1/16	12/5/16	1/11/17	On Target to meet established Timeline
School of Continuing Education/ Tami Pearson	Instruction	Professor, Counseling - Short Term Vocational	Faculty	1.00	New Position	JenMay	9/13/16	9/26/16	10/26/16	11/30/16	1/11/16	Tentative Timeline

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ADJUNCT RECRUITMENTS												
Natural Sciences	Instruction	Adjunct Pool for Anatomy & Physiology	Adjunct Pool			Lisa/Zaira		6/25/15	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Biology	Adjunct Pool			Lisa/Zaira		7/12/16	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Chemistry	Adjunct Pool			Lisa/Zaira		7/12/16	6/30/17			
Business	Instruction	Adjunct Pool for Computer Information Systems	Adjunct Pool			Lisa/Zaira		11/17/15	11/30/16			
Natural Sciences	Instruction	Adjunct Pool for Earth Sciences (Astronomy)	Adjunct Pool			Lisa/Zaira		7/15/16	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Earth Sciences (Geology/Oceanography)	Adjunct Pool			Lisa/Zaira		6/9/16	6/30/17			
Technology & Health	Instruction	Adjunct Pool for Engineering	Adjunct Pool			Lisa/Zaira		6/3/16	6/30/17			
School of Continuing Ed	Instruction	Adjunct Pool for ESL (Non-Credit)	Adjunct Pool			Lisa/Zaira		1/28/16	6/30/17			
Business Division/ Jennifer Galbraith	Instruction	Adjunct Pool for Fashion and Related Technologies	Adjunct Pool			Lisa/Zaira		10/12/16	6/30/17			New Hire Recommendation: Kenneth Chang
Humanities & Social Sciences	Instruction	Adjunct Pool for Foreign Lanugages (Italian)	Adjunct Pool			Lisa/Zaira		6/8/16	6/30/17			
Technology & Health	Instruction	Adjunct Pool for Manufacturing Technology	Adjunct Pool			Lisa/Zaira		11/5/15	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Mathematics	Adjunct Pool			Lisa/Zaira		7/11/16	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Physics	Adjunct Pool			Lisa/Zaira		7/16/16	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Psychology	Adjunct Pool			Lisa/Zaira		8/16/16	6/30/17			
Humanities & Social Sciences	Instruction	Adjunct Pool for Sociology	Adjunct Pool			Lisa/Zaira		7/13/16	6/30/17			
Business Division/ Jennifer Galbraith	Instruction	Adunct Pool for Family & Consumer Sciences/ Life Management	Adjunct Pool			Lisa/Zaira		9/1/16	6/30/17			
DSPS / Tim Engle	Student Services	Adjunct Pool for Counseling, DSPS	Adjunct Pool			Lisa/Zaira		8/11/16	6/30/17			
DSPS / Grace Hanson	Student Services	Adjunct Pool for Professor of DSPS	Adjunct Pool			Lisa/Zaira		8/11/16	6/30/17			