

**REQUESTS TO FILL (IN PROCESS)
FOR DECEMBER 6, 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	Position #	Classification	FTE	Column1	Recruiter	Date PC approved	Date assigned	Posting date	Closing date	Interview dates	Expected Board Approval	Recent Activity Comments
Administrative Services/ Mike Gregoryk	Administrative Services	Administrative Specialist III (VP Priority List)	CA9811	262-Classified	1.00	Jill Miller (Retirement)	Cristal	5/31/16	Reassigned 9/2/16 (Erika) 8/12/16	9/23/16	10/13/16	11/14/16	12/14/16	New Hire Recommendation: Yadira Santiago
Facilities Planning & Mgmt/ Gary Nellesen	Administrative Services	Administrative Specialist III (VP Priority List)	CA9390	262-Classified	1.00	New Position	Erika	3/8/16	6/21/16	9/22/16	10/12/16	11/17/16	12/14/16	New Hire Recommendation: Andrea Rodriguez
Fiscal Services / Mike Gregorik	Administrative Services	Associate Vice President, Fiscal Services	MC9996	Management	1.00		Erika	11/15/16		11/17/16	12/16/16		3/8/17	Hiring Mgr contacted. Follow up date: 12/5/16
Information Technology/ Bob Hughes	Administrative Services	Business Analyst (VP Priority List)	CA9389	262-Classified	1.00	New Position	Erika	3/1/16	6/1/16	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	0.48	Mason Core (VLT)	Maria	11/22/16	11/29/16	11/28/16 (VLTP)	12/6/16 (VLTP)			VLTP in process
Custodial Services/ Ken McAlpin	Administrative Services	Custodian	CB9994	651-Classified	1.00	Steven Becerra (Retirement)	Zaira	11/22/16	10/28/16	11/15/16	12/8/16	1/11/17	2/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Custodial Services/ Ken McAlpin	Administrative Services	Custodian (vacancy 1 of 2)	CB9951	651-Classified	1.00	Ronald McGreggor (Retirement)	Zaira	10/25/16	10/28/16	11/15/16	12/8/16	1/11/17	2/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Administrative Services/ Mike Gregoryk	Administrative Services	Director, Safety and Risk Management (VP Priority List)	MC9972	Management	1.00	Karen Saldana (Retirement)	Cristal	5/31/16	Reassigned 9/2/16 (Erika) 8/12/16	9/27/16	10/24/16	11/18/16	12/14/16	New Hire Recommendation: Duetta Allart-Langevin
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Specialist (1 of 3) (VP Priority List)	CA9789	262-Classified	1.00	Kathy Olivares (Retirement)	Maria	6/15/16	8/11/16	9/7/16	9/27/16	11/1/16	12/14/16	New Hire Recommendation: Julie Ann Moreno
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Specialist (2 of 3) (VP Priority List)	CA9645	262-Classified	1.00	Katie Ly (Resignation)	Maria	6/15/16	8/11/16	9/7/16	9/27/16	11/1/16	12/14/16	New Hire Recommendation: Catherine Nguyen
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Specialist (3 of 3) (VP Priority List)	CA9360	262-Classified	1.00	New Position	Maria	11/1/16	11/2/16	9/7/16	9/27/16	11/1/16	12/14/16	New Hire Recommendation: Claude Gonzales
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Technician II	CA9635	262-Classified	1.00	Julie Ann Moreno	Maria	11/29/16		12/1/16 (VLTP)	12/9/16 (VLTP)			VLTP in process
Facilities Planning & Management/ Gary Nellesen	Administrative Services	Manager, Construction Project	MC9952	Management	1.00	Caryn Cowin (Resignation)	Leticia	9/20/16	10/28/16				3/8/17	Job to be posted pending HM approval; HM requested preferred qualifications. Next follow up: 12/5/16
Public Safety/ Dave Wilson	Administrative Services	Public Safety Officer	CA9958	262-Classified	1.00	Joseph Carl (Retirement)	Cristal	10/25/16	10/28/16	11/02/16 (VLTP)	11/10/16 (VLTP)	11/21/16	12/14/16	New Hire Recommendation: Randall Yang
Fiscal Services/ Teresa Patterson	Administrative Services	Senior Buyer	CA9946	262-Classified	1.00	Rondell Schroeder (Promotion)	Erika	10/25/16	11/10/16	11/9/16	12/2/16		2/8/17	Tentative Timeline established; pending Committee Formation
Technical Services/ Bill Eastham	Administrative Services	Theatrical Audio Engineer	CA9755	262-Classified	1.00	Alvaro Rodriguez (Promotion)	Cristal	6/28/16	10/28/16				3/8/17	Job Description pending CSEA approval
Human Resources	Human Resources	Administrative Specialist II		262-Classified	1.00	New Position	Zaira	12/15/15		11/29/16 (VLTP)	12/8/16 (VLTP)			
Human Resources	Human Resources	Director, EEO Programs (VP Priority List)	MC9959	Management	1.00	Lorraine Jones (Resignation)	Zaira		9/20/16	9/26/16	10/26/16	11/15 & 11/17/16	12/14/16	New Hire Recommendation: Sokha Song
Human Resources / Cynthia Hoover	Human Resources	Human Resources Technician	CA9363	262-Classified	1.00	Eugenia Scott (Resignation)	Zaira	11/15/16		11/17/16	12/9/16			
Education for Older Adults/ Mary Lange	Instruction	Administrative Specialist I	CA9589	262-Classified	0.475	Kimberly Keene	JenMay	6/28/16	10/5/16	10/28/16	11/21/16	1/12/17	2/8/17	On Target to meet established Timeline
Humanities & Social Sciences/ Jim Jenkins	Instruction	Administrative Specialist I (Study Abroad)	CA9362	262-Classified	0.475	New Position	Erika	10/18/16	10/28/16	11/15/16 (VLTP)	11/23/16 (VLTP)		3/8/17	VLT process complete: Move on to reg. recruitment process
Adult Basic Education/ Lesley Johnson	Instruction	Administrative Specialist I (VP Priority List)	CA9484	262-Classified	0.475	Julia Villalobos (Resignation)	JenMay	5/31/16	10/5/16	10/25/16	11/16/16	1/9/17	2/8/17	On Target to meet established Timeline
Technology & Health/ Sarah Plesetz	Instruction	Administrative Specialist II	CA9552	262-Classified	0.80	Teresita Hood (Retirement)	Erika	10/18/16	10/28/16	12/5/16 11/14/16 (VLTP)	1/3/17 11/22/16		3/8/17	Tentative Timeline established; pending Committee Formation
Short Term Vocational/ Tami Pearson	Instruction	Administrative Specialist II	CA9370	262-Classified	0.475	New Position	JenMay	8/24/16	10/5/16	10/26/16	11/17/16	1/12/17	2/8/17	On Target to meet established Timeline
Learning Assistance Center/ Romelia Salinas	Instruction	Administrative Specialist II (VP Priority List)	CA9862	262-Classified	1.00	Tiefa Fisher Gabriela (Resignation)	JenMay	4/12/16	Reassigned 9/2/16 (Erika) 8/11/16	9/30/16	10/20/16	11/17/16	12/14/16	New Hire Recommendation: Naomi Lopez
Continuing Education/ Madelyn Arballo	Instruction	Administrative Specialist II (VP Priority List)	CA9933	262-Classified	1.00	Linda Rodriguez (Retirement)	Lisa	5/17/16	10/5/16	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)	CA9380	262-Classified	1.00	New Position	Leticia	5/17/16	Reassigned 9/2/16 (Erika) 8/11/16	9/30/16	10/21/16	12/8/16	12/14/16	On Target to meet established Timeline

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Instruction/ Lianne Greenlee	Instruction	Administrative Specialist III (Teaching & Learning Center)	CA9376	262-Classified	0.475	New Position	Leticia	6/15/16	10/5/16	12/5/16	1/7/17		3/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Business Division/ Jennifer Galbraith	Instruction	Administrative Specialist IV (VP Priority List)	CA9891	262-Classified	1.00	Karen Newsome (Transfer)	Erika	10/18/16	10/28/16	11/28/16 11/3/16 (VLTP)	01/6/17 11/14/16 11/23/16		3/8/17	Tentative Timeline established; pending Committee Formation
ESL/Jody Fernando	Instruction	Admissions and Registration Clerk	CA9378	262-Classified	0.475	New Position	Cristal	6/7/16	10/28/16	11/16/16	1/4/17	2/1/17	3/8/17	Tentative Timeline established; pending CSEA representative
Business Division/ Jennifer Galbraith	Instruction	Career Services Specialist	CA9361	262-Classified	1.00	New Position	Maria	9/20/16	10/5/16	11/18/16 (VLTP)	12/1/16 (VLTP)		2/8/16	VLTP in process
Grants/ Adrienne Price	Instruction	Coordinator, Grants (VP Priority List)	CA9385	262-Classified	1.00	New Position	Cristal	1/19/16	Reassigned 9/2/16 (Erika) 8/11/16	9/13/16	10/17/16	11/16/16	12/14/16	New Hire Recommendation: Nicole Caldwell
Technology & Health/ Sarah Plesetz	Instruction	Coordinator, Health Programs (VP Priority List)	CA9856	262-Classified	1.00	Kathy Killiany (Resignation)	Erika	2/2/16	6/21/16				3/8/17	Job Description sent to CSEA for approval
ESL/Liza Becker	Instruction	Coordinator, Project Program (ESL)	CA9573	262-Classified	0.475	Caridad Oppenstein	Cristal	5/17/16	10/5/16	11/21/16	12/14/16	1/20/17	2/8/17	On Target to meet established Timeline
Instruction/ Lianne Greenlee	Instruction	Coordinator, Project/Program (Teaching & Learning Center)	CA9377	262-Classified	1.00	New Position	Leticia	6/15/16	10/5/16	11/15/16	12/7/16		2/8/17	Tentative Timeline established
School of Continuing Ed/ Madelyn Arballo	Instruction	Coordinator, School of Continuing Education (Vacancy 1 of 2)	CA9358	262-Classified	1.00	New Position	Maria	6/15/16	11/10/16	11/10/16	12/6/16		2/8/16	Tentative Timeline established; pending Committee Formation
School of Continuing Ed/ Madelyn Arballo	Instruction	Coordinator, School of Continuing Education (Vacancy 2 of 2)	CA9359	262-Classified	1.00	New Position	Maria	9/27/16	11/10/16	11/10/16	12/6/16		2/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
ESL/Jody Fernando	Instruction	Coordinator, Vocational ESL	CA9375	262-Classified	1.00	New Position	Cristal	6/15/16	10/28/16	11/7/16	11/30/16	1/9/17	2/8/17	Tentative Timeline established; pending CSEA representative
Learning Assistance Center/ Meghan Chen	Instruction	Director, Learning Assistance Center	MA9990	Management	1.00	Bailey Smith (Resignation)	Leticia	8/24/16	10/28/16	11/15/16	12/14/16	2/1/17	3/8/17	On Target to meet established Timeline
Instruction/ Irene Malmgren	Instruction	Director, Strong Workforce Initiatives		Management	1.00	New Position	Cristal	11/15/16		11/18/16	12/19/16	1/27/17	3/8/17	Tentative Timeline established; pending Committee Formation
Research & Institutional Effectiveness/ Barbara McNeice Stallard	Instruction	Educational Research Assessment Analyst	CA9371	262-Classified	0.475	New Position	Leticia	9/13/16	10/5/16	11/14/16	12/7/16	1/27/17	2/8/17	On Target to meet established Timeline
Instruction/ Irene Malmgren	Instruction	Executive Assistant I	Pending Fiscal	Confidential	1.00	New Position	Joanne / Nerissa	6/28/16	9/30/16	10/7/16	10/27/16	11/21/16	12/14/16	New Hire Recommendation: Marlyn Lanuza
Commerical & Entertainment Arts/ Sue Long	Instruction	Lab Tech - Photography	CA9912	262-Classified	0.475	Chris Benoe (VLT)	Maria	8/9/16	10/28/16	11/4/16	1/6/17		1/11/17	Tentative Timeline established; pending Committee Formation; HM extended
Business Division/ Jennifer Galbraith	Instruction	Laboratory Assistant - Child Development Observation	CA9404	262-Classified	0.475	New Position	Erika	10/13/15*	10/16/15	9/19/16	10/17/16	11/10/16	12/14/16	New Hire Recommendation: Tabitha Groves
Biological Sciences/ Matt Judd	Instruction	Laboratory Technician II - Biological Sciences (VP Priority List)	CA9522	262-Classified	1.00	Jeremy Marion	Maria	8/9/16	10/5/16	11/3/16	11/30/16		1/11/17	Tentative Timeline established; pending Committee Formation
Fine Arts/ Sue Long	Instruction	Laboratory Technician, Fine Art	CA9412	262-Classified	0.475	Christina McCurdy	Leticia	11/1/16	11/10/16	12/2/16	1/6/17		3/8/17	Tentative Timeline established; pending Committee Formation
Library/ Romelia Salinas	Instruction	Lead Library Technician	CA9739	262-Classified	1.00	Linda Small (Retirement)	Maria	8/30/16	10/28/16	11/22/16 11/3/16 (VLTP)	12/15/16 11/15/16 (VLTP)	2/6/17	3/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Continuing Education/ Liza Becker	Instruction	Learning Lab Assistant	CA9379	262-Classified	0.475	New Position	Cristal	6/7/16	10/5/16	11/30/16	12/20/16	1/27/17	3/8/17	Tentative Timeline established; pending CSEA representative
Learning Assistance Center/ Romelia Salinas	Instruction	Learning Lab Assistant (VP Priority List)	CA9975	262-Classified	0.475	Katelyn Abadie (Resignation)	Maria	4/12/16	8/11/16	9/30/16	10/21/16	11/14/16	12/14/16	New Hire Recommendation: Joan Chang
President's Office/ Dr. William Scroggins	President's Office	Executive Assistant I		Confidential	1.00	Carol Nelson (Promotion)	JenMay	11/22/16		11/29/16 (VLTP)	12/8/16 (VLTP)			VLTP in process
President's Office/ Dr. William Scroggins	President's Office	Executive Assistant to the President and Board of Trustees	CO9997	Confidential	1.00	Denise Lindholm (Retirement)	Joanne / Nerissa	7/19/16	8/19/16	9/9/16	9/30/16	11/7/16	12/14/16	New Hire Recommendation: Carol Nelson
Bridge Program/ Francisco Dorame	Student Services	Administrative Specialist I (VP Priority List)	CA9633	262-Classified	1.00	Sophia Salazar (VLT)	JenMay	7/19/16	9/27/16	11/9/16	12/2/16	1/24/17	3/8/16	Tentative Timeline established; pending Committee Formation

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EOPS/ Irene Herrera	Student Services	Administrative Specialist II	CA9372	262-Classified	1.00	New Position	JenMay	9/13/16	10/5/16	11/3/16	11/28/16	1/17/17	2/8/17	On Target to meet established Timeline
Student Services/ Audrey Yamagata-Noji	Student Services	Administrative Specialist III (VP Priority List)	CA9931	262-Classified	1.00	Irma Tepepa (VLT)	Leticia	5/10/16	Reassigned 9/2/16 (Erika) 8/11/16	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)	CA9381	262-Classified	1.00	New Position	Erika	5/10/16	6/21/16	9/26/16	10/14/16	11/16/16	12/14/16	New Hire Recommendation: Amrik Johal
Student Services/ Audrey Yamagata-Noji	Student Services	Dean, Student Services	MA9981	Management	1.00	Carolyn Keys (Retirement)	Leticia	9/27/16	10/28/16				3/8/17	Job to be posted pending HM approval. Next follow up: 12/5/16
CalWORKs/ Grace Hanson	Student Services	Director, CalWORKs (VP Priority List)	MA9969	Management	1.00	Stephen Brown (Resignation)	Leticia	9/13/16	9/27/16	11/15/16	12/15/16		3/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Student Services/ Audrey Yamagata-Noji	Student Services	Director, International Students (VP Priority List)	MC9948	Management	1.00	Tiffany Sergio (Resignation)	Erika	5/10/16	6/1/16	7/14/16	8/25/16	10/21/16	1/11/17	Pending New Hire Recommendation
Financial Aid/ Chau Dao	Student Services	Student Services Program Specialist II (VP Priority List)	CA9388	262-Classified	1.00	New Position	Maria	6/15/16	10/5/16	11/18/16	12/12/16	1/23/17	3/8/17	Timeline established and Committee Formation sheet emailed to HM
High School Outreach/ Tannia Robles	Student Services	Student Services Program Specialist II (VP Priority List)	CA9369	262-Classified	1.00	New Position	Maria	8/9/16	10/5/16	11/16/16	12/8/16		3/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Student Services/ Francisco Dorame	Student Services	Upward Bound Academic Specialist (VP Priority List)	CA9650	262-Classified	1.00	Elisa Hoyos Vences	Lisa	5/3/16	Reassigned 9/2/16 (Erika) 8/11/16	9/16/16	10/7/16	11/3/16	12/14/16	New Hire Recommendation: Janeth Ruvalcaba
Full Time Faculty Recruitments														
Humanities & Social Science / Jim Jenkins	Instruction	Professor of American Language	FA9516	Faculty	1.00	Glenda Bro		11/22/16		12/2/16	2/6/17			
Business Division/ Jennifer Galbraith	Instruction	Professor, Computer Information Systems	FA9841	Faculty	1.00	William Roche (Deceased)	Erika	9/27/16	9/27/16	10/5/16	11/1/16	12/6/16	1/11/17	On Target to meet established Timeline
School of Continuing Education/ Tami Pearson	Instruction	Professor, Counseling - Short Term Vocational	FA9758	Faculty	1.00	New Position	JenMay	9/13/16	9/15/16	9/26/16	10/26/16	11/30/16	1/11/16	New Hire Recommendation: Lorena Velazquez
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			
DSPS / Tim Engle	Student Services	Adjunct Pool for Counseling, DSPS		Adjunct Pool			Lisa/Zaira			8/11/16	6/30/17			
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		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		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			
DSPS / Grace Hanson	Student	Adjunct Pool for Professor of DSPS		Adjunct Pool			Lisa/Zaira			8/11/16	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			
Steve Burgoon/Arts	Instruction	Adjunct Pool for Graphic Design		Adjunct Pool			Lisa/Zaira			11/29/16				
Dan Smith/Arts	Instruction	Adjunct Pool for Media Proguction/Broadcasting		Adjunct Pool			Lisa/Zaira			11/29/16				