

REQUESTS TO FILL (IN PROCESS)
FOR NOVEMBER 25, 2014

Can be mub before closings

Department/Division Manager	Position Title	FTE	Vacancy Reason	Recruiter	Date PC approved	Date assigned	VLTP OR Posting date	VLTP OR Closing date	Interview dates	Expected Board Approval date	Most Recent Activity Comments
Admissions & Records George Bradshaw	Admissions & Records Clerk I	1.00	Resignation Sonya Masl 8/22/14	Leticia	10/21/14	10/29/14	TBD	TBD	TBD	TBD	11/20/14: Working on Job Notice for HM
Adult Basic Education	Secretary	1.00	Lateral Transfer Maria Cardenas	Erika		7/22/14	10/27/14	11/14/14			11/20/14: HR to pre-screen applications
Arts Division/ Sue Long	Secretary	1.00	Retirement Alice Duerden	Lisa	9/9/14	9/10/14	9/12/14 9/30/14	9/22/14 10/20/14	11/14/14	12/10/14	11/20/14: Recommend to Hire Rebecca Cabrera; on December board pending LS
Arts Division/ Sue Long	Associate Dean, Arts	1.00	Other Move to permanent status	Nancy	11/18/14	11/21/14					
Biology/ Matt Judd	Biology Lab Technician	0.475	Resignation Mickayla Clark	Nancy	8/12/14	8/19/14	10/31/14	11/17/14			11/5/14 Working on committee membership and schedule.
Business Division Irene Malmgren	Dean, Business & Economic Development	1.00	Promotion Jourmana McGowan	Erika	10/21/14	10/29/14					11/20/14: HR will begin to work on brochure to proceed with recruitment
CalWORKs/ Brown	Caseworker	1.00	Promotion Anisa Alonso 9/12/14	Nerissa	11/4/14	11/7/14	11/13/14	11/18/14	11/19/14	12/10/14	Contacted Hiring Manager 11/7/14; Incumbent accepted VLT and approved by Hiring Manager (Incumbent Danette Perkins to go from 0.475 to 1.00) pending board approval.
Commercial & Entertainment Arts	Professor, Graphic Design	1.00	Retirement Patricia Bower 6/30/14		11/18/14						
Consumer Science & Design Technologies	Professor, Hospitality Management	1.00	New Position		11/18/14						
Consumer Science & Design Technologies	Professor, Fashion Merchandising	1.00	Retirement Teresa Faraone 12/31/14		11/18/14						
Counseling	Director, TRIO Programs	1.00	Resignation Juan Carlos Astorga 06.30.14	Erika	8/26/14	9/3/14	11/6/14	12/9/14			11/20/14: Position currently open
Counseling	Director, Career & Transfer Services	1.00	Resignation Heidi Lockhart	Nancy		7/29/14	10/14/2014	11/25/2014			11/3/14 NG volunteered to take RTF now in progress.
Counseling	Student Services Outreach Specialist (2 of 2 Vacancies)	1.00	(2) New Position	Zaira		4/25/14	8/19/14	9/9/14	10/10/14	12/10/14	11/7/14: Anita Bailey selected live scan results.
Counseling/ Tom Mauch	Professor of Counseling - General (1 of 2 vacancies) Round 2	1.00	(1) New Position (2) New Position	Nancy		7/7/14	10/16/14	11/17/14			10/27/14 Per JPC committee approval is on hold until Lorraine or he get back to me.
Counseling/ Tom Mauch	Professor of Counseling - General (2 of 2 vacancies) Round 2	1.00	(1) New Position (2) New Position	Nancy		7/7/14	10/16/14	11/17/14			10/27/14 Per JPC committee approval is on hold until Lorraine or he get back to me.
Counseling/ Tom Mauch	Professor, Counseling (Title V) Round 2	1.00	New Position	Nancy		7/7/14					10/21/14 Revised brochure sent to AS for approval. 10/31/14 Dan Smith waiting to hear back from Wanda.

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Counseling/ Francisco Dorame	Clerical Specialist	1.00	Lateral Transfer Sophia Salazar	Leticia	7/29/14	8/4/14	11/17/14	12/9/14	1/20/15	2/11/15	11/20/14: Position posted on PeopleAdmin through 12/9/14
Custodial Services/ Ken McAlpin	Custodian Substitute Pool	N/A	New Position	Zaira (Maria)							8/22/14: Pending live scan clearances
Custodial Services/ Ken McAlpin	Custodian Substitute Pool	N/A	New Position	Zaira (Maria)			8/5/14 8/27/14	8/19/14 9/11/14	9/8/14		9/17/14: HR conducting reference checks, livenesscan and new hire paperwork for 8 potential candidates: Interviews scheduled 10/2/14 for 2nd round interviews
DSP&S	Receptionist/Clerical Assistant	1.00	Newly Funded Position	Erka		7/22/14	8/4/14 9/8/14	8/14/14 9/26/14	11/4/14	12/10/14	11/20/14: Pending Board approval and live scan clearance
DSP&S/ Grace Hanson	Student Services Program Specialist	0.475	Resignation Silva Arzunan	Leticia	9/16/14	9/17/14	12/1/14	1/2/15	TBD	TBD	11/20/14: Due to upcoming holiday, HM opted to hold off until 12/1/14 to post position.
DSP&S/ Grace Hanson	Systems Specialist	1.00	New Position Job Analysis Required	Zaira	9/9/14	9/10/14					10/17/14: Emailed HM Koff JD on 10/3/14 for review, followed up on 11/7/14: HM asked for Business Analyst JD
English	Professor, English	1.00	Retirement Michael Sullivan 6/30/13		11/18/14						
ESL - English as a Second Language/ Liza Becker	Admissions & Registration Clerk	0.475	Resignation Jung Kim	Lisa	9/16/14	9/17/14	9/29/14	10/17/14	11/17/14	12/10/14	11/20/14: Recommend to Hire Joan Chang; on December board pending LS
Fiscal Services Monica Cantu	Budget and Accounting Technician	1.00	New Position	Nerissa	10/21/14	10/29/14	11/3/14	11/6/14		1/14/15	VLTP closed 11/6/14
Fiscal Services Rosa Royce	Director, Payroll	1.00	New Position	Erka	11/4/14	11/21/14					
Fiscal Services/ Payroll Richard Lee	Account Clerk III	1.00	Retirement Michelle Williams 10/31/14	Leticia	11/18/14	11/21/14					
Grounds	Director, Grounds and Transportation	1.00	Resignation Carol Partridge 08.15.14	Erka	8/19/14	8/25/14					11/20/14: HR will begin to work on brochure to proceed with recruitment
Human Resources Cynthia Hoover	Clerical Specialist	1.00	Continued Funded Position Melissa Aguirre 11/1/14	Nerissa	10/21/14	10/29/14	10/31/14	11/10/14	11/20/14	1/14/15	Position not filled through VLTP, anticipated to open to public week of 11/24/14.
Human Resources/ James Czaja	Administrative Secretary	1.00	Continued Funded Position Hawk Yao 07.18.14	Erka	10/14/14	10/20/14	11/14/14	11/24/14			11/20/14: Position currently on VLTP
Human Resources/ James Czaja	Human Resources Analyst	1.00	Newly Funded Position	Joanne	10/14/14	10/21/14					11/17/14: Awaiting further instruction from HM
Information Technology	Computer Facilities Assistant	0.475	Resignation Elisa Phillips 11.20.14	Erka	8/19/14	8/25/14	9/16/14 10/2/14	9/24/14 10/23/14	11/13/14	12/10/14	11/20/14: Pending Board approval and live scan clearance

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Information Technology	Sr. Systems Analyst/ Programmer	1.00	Promotion Kenneth Frank	Maria	9/9/14	9/10/14	9/30/14	10/3/14	11/24/14	12/10/14	11/24/14: Recommend to Hire Daniel Lamoree; pending Board approval; Hire date: 12/11/14
Information Technology	Network Administrator	1.00	Lateral Transfer Darren Stahl	Zaira	9/9/14	9/10/14	9/30/14	10/20/14	11/10/14	12/10/14	Recommended to hire Sassan Hajrasooliha pending live scan and board approval.
Information Technology	Assistant Director, Infrastructure and Data Security	1.00	New Position	Nancy	11/4/14	11/21/14					
Information Technology / Dale Vickers	Lead Technician, Data Communications	1.00	Retirement Mike Sanchez	Zaira		11/15/13	9/30/14	10/20/14	11/5/14	12/10/14	Lee Jones selected for position pending board approval. Anticipated start date is 12/15/14.
Information Technology/ Bob Hughes	IT Specialist: Academic Applications & Portal Content	1.00	Other. Student Success Initiatives	Lisa		6/12/14 8/15/14					*JD will be provided by AYN to comply with the mandates of the Student Success & Support Program which states expenditures "must directly support program services"; followed up with AYN 6/25/14 - AYN is still working on JD wording 8/25/14: Emailed AYN for job posting language (SSSP)
Information Technology/ Bob Hughes	Senior Systems Analyst / Programmer	1.00	Other Student Success Initiatives	Lisa		6/13/14					8/19/14 Emailed Dr. Malmgren and begin work with her and Laura for drafts and schedule. 8/21/14 JPC approved JD. 8/22 RTF posted. Posted 8/15/14; accepting apps 9/15/14. 8/25/14 Met with Dr. Malmgren -reviewed timeline and process. 9/15/14 Day 1 of orientation; developed job related screening criteria. Day 2 on 9/22 to develop job related interview questions 8/25/14: Emailed AYN for job posting language (SSSP)
Instructional Services/ Irene Malmgren	Secretary Substitute Pool	1.00		Zaira	10/17/14						10/20/14: Reviewed current Clerical Specialist Pool for Secretary MQs; HM holding interviews on 10/27/14
Instructional Services/ Irene Malmgren	Secretary	1.00	Resignation Nancy Bagnoli 10/29/14	Nerissa	10/21/14	10/29/14	11/6/14	11/14/14	11/25/14	1/14/15	VLTP closes 11/14/14 and interview on 11/25/14
International Students	Director, International Students Program	1.00	New Position	Erika		5/13/14					11/20/14: Pending brochure approval from VP, Student Services
Kinesiology	Professor/Assistant Coach Women's Track & Field, Women's Cross Country, Men's Track & Field, Men's Cross Country	1.00	Retirement Mike Goff 12/2013		11/18/14						
Learning Assistance Center/ Bailey Smith	Project/Program Specialist	1.00	Retirement Michael Kwiatkowski	Leticia	7/16/14	7/22/14	10/22/14	11/12/14	12/16/14	1/14/15	11/20/14: Committee Members in the process of paper screening

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Library & Learning Resources/ Meghan Chen	Administrative Secretary	1.00	Voluntary Lateral Transfer Lorilyn Isomura	Erika	9/16/14	9/17/14	9/23/2014 10/20/14	10/1/2014 11/7/14	12/15/14		11/20/14: HR is pre-screening applications
Library & Learning Resources/ Meghan Chen	Library Page	0.475	Resignation Kimberly Wilder	Erika	9/16/14	9/17/14	10/2/14	10/22/14	11/17/14	12/10/14	11/24/14: Recommend to Hire Cesar Barragan; pending Board approval; Hire date: 12/1/14
Public Safety/ Art De La Cruz	Public Safety Officer	0.475	James Gamble accepted 100% Full Time Position	Maria	10/14/14	10/20/14	10030/14	11/7/14			11/20/14: awaiting finalized documents from HM
Public Safety/ Art De La Cruz	Chief of Public Safety	1.00	Resignation Mark DiMaggio	Zaira		7/15/14	7/21/14	8/25/14	11/3/14		11/24/14: Recommend to Hire William David Wilson; pending LiveScan clearance and Board approval
Purchasing/ Teresa Patterson	Senior Buyer	1.00	Promotion Pamela Childs	Maria	10/21/14	10/29/14	11/10/14	12/2/14	1/7/15	1/14/14	11/20/14: Position currently open, exam: 12/1/14
Research & Institutional Effectiveness/ Barbara McNeice-Stallard	Research Assistant	1.00	New Position	Maria	9/9/14	9/10/14	11/14/14	12/9/14			11/20/14: position currently open
Risk Management/ Karen Saldana	Manager, Environmental Safety and Emergency Services	1.00	New Position	Nancy	10/7/14	10/9/14					11/10/14 Revised JD & brochure sent to JPC. 11/17 Need to review emails to determine final rev.
Student Services/ Audrey Yamagata Noji	Secretary	1.00	Promotion Lucy De Leon	Nerissa (Lisa)	9/22/14	9/25/14	11/7/14	11/18/14			11/20/14: No applications for VLTP working with HM to open to public; NU will take over recruitment
Technology & Health Irene Malmgren	Dean, Technology & Health	1.00	Retirement Sarah Daum 2/28/15	Nancy	10/21/14	10/29/14					11/10/14 Added Preferred Qual. Sent by Irene; submitted to JPC & CH for review/approval. 11/17/14 Rec. instructions for further rev. Irene wants to meet with JPC to discuss Dean positions.
Technology & Health Irene Malmgren	Interim Dean, Technology & Health	1.00	Retirement Sarah Daum 2/28/15	Nancy	11/10/14	11/17/14					11/14/14: Received RTF.