

**REQUESTS TO FILL (IN PROCESS)  
FOR FEBRUARY 10, 2015**

Department/Division Manager	Position Title	Classification	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
Learning Assistance Center/ Bailey Smith	Project/Program Specialist	262-Classified	1.00	Retirement Michael Kwiatkowski	Nancy	7/16/14	7/22/14	10/22/14	11/12/14	1/21/15 and 1/22/15	2/11/15	Final Interviews held on 1/23/15. Finalist selected.
Counseling/ Francisco Dorame	Clerical Specialist	262-Classified	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	1/23/2015: Successful candidate on 2/11/15 personnel transactions.
Biology/ Matt Judd	Biology Lab Technician	262-Classified	0.475	Resignation Mickayla Clark	Nancy	8/12/14	8/19/14	10/31/14	11/17/14	12/15/14	1/14/15	12/15/14 Interviews in progress. 12/19/14 Jeremy Marion accepted job offer; submitted for Jan. 14, 2015 Board approval.
Grounds	Director, Grounds and Transportation	Management	1.00	Resignation Carol Partridge 08.15.14	Erika	8/19/14	8/25/14					1/23/15: Hiring Mgr has requested HR to hold off on recruitment until we recruit for the Interim Supervisor, Grounds
Counseling	Director, TRIO Programs	Management	1.00	Resignation Juan Carlos Astorga 06.30.14	Erika	8/26/14	9/3/14	11/6/14	12/9/14	1/23/15	2/11/15	1/23/15: final interviews held on 1/26/15
DSP&S/ Grace Hanson	Systems Specialist Restricted Funds, Categorical or Grant/Temporary Funded	262-Classified	1.00	New Position Job Analysis Required	Leticia	9/9/14	9/10/14ZJ 12/08/14NG 2/2/15LH					1/14/15 Spoke with Grace and will meet with her week of Jan. 26 to review JD and set up recruitment schedule. 2/2/15: Re-assigned from NG to LH
Information Technology	Network Administrator	262-Classified	1.00	Lateral Transfer Darren Stahl	Lisa	9/9/14	9/10/14NU 2/2/15LR	9/30/14	10/20/14	11/10/14	12/10/14	1/12/15: Position to reopen; finalist declined offer 1/9/15 2/2/15: Re-assigned from NU to LR
Research & Institutional Effectiveness/ Barbara McNeice-Stallard	Research Assistant	262-Classified	1.00	New Position	Maria	9/9/14	9/10/14	11/14/14	12/9/14	1/26/15	3/11/15	1/12/15: Compilation meeting on 1/15/15 and Interviews on 1/26/15.
DSP&S/ Grace Hanson	Student Services Program Specialist	262-Classified	0.475	Resignation Silva Arzunyan	Leticia	9/16/14	9/17/14	12/2/14	12/22/14	2/5/15	3/11/15	1/23/15: Hiring committee in the process of paperscreening online.
Student Services/ Audrey Yamagata Noji	Secretary	262-Classified	1.00	Promotion Lucy De Leon	Nerissa	9/22/14	9/25/14	12/15/14	1/14/15	2/11/15	3/11/15	Interviews scheduled.
Risk Management/ Karen Saldana	Manager, Environmental Safety and Emergency Services	Management	1.00	New Position	Leticia	10/7/14	10/9/2014 2/2/15LH					#3. 1/14/16 Meeting with Karen to review revised JD and set recruitment schedule. If possible posting this week or next week at latest. 2/2/15: Re-assigned from NG to LH
Human Resources/ James Czaja	Administrative Secretary	262-Classified	1.00	Continued Funded Position Hawk Yao 07.18.14	Maria	10/14/14	10/20/2014 2/2/15MC	12/2/14	12/22/14			1/23/15: exam was conducted on 1/20/15 2/2/15: Re-assigned from EA to MC 2/9/15: Orientation 2/11/15
Human Resources/ James Czaja / Cynthia Hoover	Human Resources Analyst	Confidential	1.00	Newly Funded Position	Joanne	10/14/14	10/21/14	TBD	TBD	TBD	TBD	2/3/15: Draft job description being finalized.
Public Safety/ David Wilson	Public Safety Officer	262-Classified	0.475	James Gamble accepted 100% Full Time Position	Maria	10/14/14	10/20/14	10/30/14	11/7/14			2/9/15 - Position will open on 2/12/15

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Admissions & Records George Bradshaw	Admissions & Records Clerk I	262-Classified	1.00	Resignation Sonya Masl 8/22/14	Leticia	10/21/14	10/29/14	1/14/15	2/4/15	3/17/15	4/9/15	1/23/15: Posted on PeopleAdmin through 2/4/15.
Business Division Irene Malmgren	Dean, Business & Economic Development	Management	1.00	Promotion Joumana McGowan	Nerissa	10/21/14	10/29/2014 2/2/15NU	12/19/14	2/2/15	TBD	TBD	Open recruitment in progress. 2/2/15: Re-assigned from NG to NU; Applications under review by NU
Fiscal Services Monica Cantu	Budget and Accounting Technician	262-Classified	1.00	New Position	Nerissa	10/21/14	10/29/14	11/3/14	11/6/14	1/20/15	2/11/15	Recruitment unsuccessful; Pending reopen.
Human Resources Cynthia Hoover	Clerical Specialist	262-Classified	1.00	Continued Funded Position Melissa Aguirre 11/11/14	Maria	10/21/14	10/29/2014 2/2/15MC	12/8/14	1/5/15	TBD	3/11/15	1/12/15: Position Opened 12/8/14 to 01/5/15 (exam 1/16/15). 2/2/15: Re-assigned from NU to MC 2/9/15: Orientation 2/12/15
Instructional Services/ Joumana McGowan	Secretary	262-Classified	1.00	Resignation Nancy Bagnoli 10/29/14	Nerissa	10/21/14	10/29/14	11/6/14	11/14/14	TBD	5/13/15	1/12/15: VLTP Closes not filled by this process and now Pending Secretary Recruitment Schedule Approval from Hiring Manager anticipated recruitment to open January or February 2015 2/4/15: Laura Martinez will contact NU when ready to open (JF); will resume recruitment schedule.
Purchasing/ Teresa Patterson	Senior Buyer	262-Classified	1.00	Promotion Pamela Childs	Maria	10/21/14	10/29/14	11/10/14	12/2/14	1/7/15	3/11/15	1/12/15: Compilation meeting on 1/16/15 and Interviews on 1/22/15.
Technology & Health Irene Malmgren	Dean, Technology & Health	Management	1.00	Retirement Sarah Daum 2/28/15	Lisa	10/21/14	10/29/14NG 2/2/15 LR	1/16/15	2/20/15	TBD	TBD	#2. 1/13/15 Reviewed/revised JD with Joumana. 1/14 Sending revised JD to JPC for approval to post next week. 2/2/15: Re-assigned to Lisa from NG 2/9/15: Mtg with HM 2/10/15 to discuss recruitment process
Fiscal Services Rosa Royce	Director, Payroll	Management	1.00	New Position	Erika	11/4/14	11/21/14					2/2/15: On hold until further direction received.
Information Technology	Assistant Director, Infrastructure and Data Security	Management	1.00	New Position	Nerissa	11/4/14	11/21/2014 2/2/15NU	TBD	TBD	TBD	TBD	1/14/15 Left message for Vic I am finishing faculty & will get back with him next week. 2/2/15: Re-assigned from NG to NU; NU to set-up recruitment schedule
Arts Division/ Sue Long	Associate Dean, Arts	Management	1.00	Other Move to permanent status	Nerissa	11/18/14	11/21/2014 2/2/15NU			TBD	TBD	#4. 1/14/15 Meeting w/ Sue Long today to set recruitment schedule. Plan to post next week at latest. 2/2/15: Re-assigned from NG to NU; contacted HM; pending review of job posting for brochure
Commercial & Entertainment Arts	Professor, Graphic Design	Faculty	1.00	Retirement Patricia Bower 6/30/14	Erika	11/18/14		1/9/15	2/23/15			Screening Committee Membership form has been sent out and Tentative Timelines are being set to meet goal of May Board of Trustees meeting. HR Technician is working with hiring managers to schedule Orientation Meeting during February and early March.

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Consumer Science & Design Technologies	Professor, Fashion Merchandising	Faculty	1.00	Retirement Teresa Faraone 12/31/14	Erika	11/18/14		1/16/15	2/23/15			Screening Committee Membership form has been sent out and Tentative Timelines are being set to meet goal of May Board of Trustees meeting. HR Technician is working with hiring managers to schedule Orientation Meeting during February and early March.
Consumer Science & Design Technologies	Professor, Hospitality Management	Faculty	1.00	New Position	Erika	11/18/14		1/15/15	2/17/15			Screening Committee Membership form has been sent out and Tentative Timelines are being set to meet goal of
Fiscal Services/ Payroll Richard Lee	Account Clerk III	262-Classified	1.00	Retirement Michelle Williams 10/31/14	Leticia	11/18/14	11/21/14	1/22/15	1/30/15	TBD	TBD	1/23/15: VLTP currently opened, due to close on 1/30/15.
Humanities/ Jim Jenkins	Professor of English	Faculty	1.00	Retirement Michael Sullivan 6/30/13	Nancy/Erika	11/18/14	2/2/15 EA	12/22/14	2/17/15			Erika assigned as point person in Nancy's absence. Screening Committee Membership form has been sent out and Tentative Timelines are being set to meet goal of May Board of Trustees meeting. HR Technician is working with hiring managers to schedule Orientation Meeting during February and early March.
Kinesiology	Professor/Assistant Coach Women's Track & Field, Women's Cross Country, Men's Track & Field, Men's Cross Country	Faculty	1.00	Retirement Mike Goff 12/2013	Nancy/Erika	11/18/14		1/9/15	2/23/14			Erika assigned as point person in Nancy's absence. Screening Committee Membership form has been sent out and Tentative Timelines are being set to meet goal of May Board of Trustees meeting. HR Technician is working with hiring managers to schedule Orientation Meeting during February and early March.
Admissions & Records George Bradshaw	Admissions & Records Clerk III	262-Classified	1.00	New Position	Leticia	11/25/14	12/4/14	TBD	TBD	TBD	TBD	1/23/15: Left HM message regarding schedule for this position.
Astronomy & Earth Sciences	Professor, Earth Sciences (Oceanography/Geology)	Faculty	1.00	Other - Failed Probationary Process Heather Kokorowski 6/30/14	Erika	11/25/14		1/16/15	2/23/15			Screening Committee Membership form has been sent out and Tentative Timelines are being set to meet goal of May Board of Trustees meeting. HR Technician is working with hiring managers to schedule Orientation Meeting during February and early March.
Custodial Services/ Ken McAlpin	Custodian	651-Classified	1.00	Resignation Anh-Tai Bui 10/23/14	Maria	11/25/14	12/4/14	N/A	N/A	N/A	1/14/15	1/12/15: Second finalist selected - Rogie Meza going to January Board
Facilities, Planning & Management	Skilled Trade Craft Worker	651-Classified	1.00	Other - combining 2 PT positions Sam Sarmiento	Maria	11/25/14	12/4/2014 2/2/15MC	TBD	TBD	TBD	TBD	1/12/15: Review of Request to Fill required. Pending meeting with Hiring Manager 2/2/15: Re-assigned from NU to MC
Grounds	Interim Supervisor, Grounds	Supervisor	1.00	Other Interim Assignment Ruben Avila 11/12/14	Erika	11/25/14	12/4/14					1/23/15: e-mailed the job description to HM to review and make suggested changes

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Mathematics & Computer Science	Professor, Mathematics	Faculty	1.00	Other Replacement (see explanation on RTF)	Nancy/Erika	11/25/14	1/9/15	1/15/15 1/16/15	2/17/15			Erika assigned as point person in Nancy's absence. Screening Committee Membership form has been sent out and Tentative
Student Services/Student Life	Director, Student Life	Management	1.00	Other Maryann Tolano-Leveque	Erika	11/25/14	12/4/14					1/23/15: recruiter is to begin working on propped recruitment schedule and brochure soon
Technology & Health Jemma Blake-Judd	Professor, Air Conditioning & Refrigeration	Faculty	1.00	Retirement Richard Anderson 12/2012	Nancy/Erika	11/25/14		1/8/15	2/23/15			Erika assigned as point person in Nancy's absence. Screening Committee Membership form has been sent out and Tentative Timelines are being set to meet goal of May Board of Trustees meeting. HR Technician is working with hiring managers to schedule Orientation Meeting during February and early March.
CalWORKs/ Stephen Brown	Caseworker	262-Classified	0.475	Other Filled VLT 12/2014 Danette Perkins	Nerissa	12/2/14	12/4/14	n/a	n/a	3/6/15	4/8/15	1/12/15: Position Opened 12/22/14 and closes 2/4/15 (finalist from previous recruitment declined offer).
Information Technology/ Bob Hughes	IT Specialist: Academic Applications & Portal Content	262-Classified	1.00	Other: Student Success Initiatives	Nerissa	12/3/14	6/12/14 8/15/14 (LR) 12/8/14 (NU)	TBD	TBD	TBD	TBD	NU Emailed Hiring Managers will be adding additional language and to be sent to CSEA 262 for review 12.8.14. *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) 12/8/14 -reassigned to Nerissa; Emails received from Vic Belinski and AYN input on updating Job Description needs to be reviewed and approved by CSEA 262 (not yet sent for review to CSEA)
Information Technology/ Bob Hughes	Senior Systems Analyst / Programmer	262-Classified	1.00	Other Student Success Initiatives	Nerissa	12/3/14	6/13/2014 (LR) 12/8/14 (NU)	TBD	TBD	TBD	TBD	Dept. Overview to be added to job notice for CSEA 262 Review
Instruction Joumana McGowan	Assistant Curriculum Specialist	262-Classified	0.475	Resignation Melissa Jaunal 12/11/14	Nerissa	12/8/14	12/8/14	TBD	TBD	TBD	TBD	1/12/15: Need to set up recruitment schedule with Hiring Manager and form search committee; JD to be sent for review and approval to CSEA 262 2.10.15
Library & Learning Resources Meghan Chen	Professor, Library Science (Librarian)	Faculty	1.00	New Position	Erika	12/10/14	1/9/15	1/14/15	2/17/15			Screening Committee Membership form has been sent out and Tentative Timelines are being set to meet goal of May Board of Trustees meeting. HR Technician is working with hiring managers to schedule Orientation Meeting during February and early March.



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Agricultural Sciences Matt Judd	Horticulture Production Assistant	651-Classified	0.475	Resignation (accepted FT Grounds position) Ruben Flores 10/31/14	Maria	12/16/14	12/16/2014 2/2/15MC	n/a (Unit B Position)	n/a (Unit B Position)	TBD	TBD	1/12/15: Pending recruitment schedule and search committee make-up. 2/2/15: Re-assigned from NU to MC
Athletics Deb Cavion	Athletic Trainer	262-Classified	0.475	Resignation Kelly Wilson 1/5/15	Leticia	12/16/14	12/16/14	TBD	TBD	TBD	TBD	1/23/15: HM hired a sub for this position to allow time for recruitment
Counseling/ Tom Mauch	Professor of Counseling/ General - 11 month	Faculty	1.00	New Position	Nancy	12/16/14						1/15/15 left message for Tom to let me know which of these 3 new RTFs take priority.
Counseling/ Tom Mauch	Professor of Counseling/ International Student Program / 12-month	Faculty	1.00	New Position	Nancy	12/16/14						1/15/15 left message for Tom to let me know which of these 3 new RTFs take priority.
Counseling/ Tom Mauch; Financial Aid, Scholarships & Veterans Dept.	Professor of Counseling/ Veterans - 11 month	Faculty	1.00	New Position	Nancy	12/16/14						1/15/15 left message for Tom to let me know which of these 3 new RTFs take priority.
Humanities/ Jeanne Marie Velickovic	Professor of History	Faculty	1.00	Resignation Rafaela Jobbit 05/17/13	Erika	12/16/14	2/2/15 EA	12/22/14	2/17/15			Screening Committee Membership form has been sent out and Tentative Timelines are being set to meet goal of May Board of Trustees meeting. HR Technician is working with hiring managers to schedule Orientation Meeting during February and early March.
Natural Sciences Division Matt Judd	Clerical Assistant	262-Classified	0.475	Resignation Tammy Cobos 9/17/14	Leticia	12/16/14	12/16/14	TBD	TBD	TBD	TBD	1/23/15: Spoke to HM about possibly opening up the VLTP next week.
Online Learning Support Center Meghan Chen	Teaching/Learning Technology Specialist	262-Classified	1.00	Retirement Carol Ann Webster 1/2/15	Leticia	12/16/14	12/16/14	TBD	TBD	TBD	TBD	1/23/15: Left HM message regarding possible VLTP dates.
Physics Matt Judd	Laboratory Technician, Physics	262-Classified	1.00	Retirement Kent Taylor	Maria	12/16/14	12/8/2014 2/2/15MC	TBD	TBD	TBD	TBD	1/12/15: Proposed revisions to current JD from Division. HR to review and then to be sent for approval to CSEA 262. Need to set up recruitment schedule with Hiring Manager and form search committee 2/2/15: Re-assigned from NU to MC
Research & Institutional Effectiveness/ Barbara McNeice-Stallard	Educational Research Assessment Analyst	262-Classified	1.00	Resignation (promotion) Daniel Lamoree 12/10/14	Maria	12/16/14	12/16/14	1/13/15				1/12/15: Pending VLT recruitment schedule and search committee make-up.
Counseling/Aspire Program Francisco Dorame	Project / Program Coordinator	262-Classified	1.00	Resignation Tamieka Hunter 10/2014	Leticia	1/13/15	1/16/15	TBD	TBD	TBD	TBD	1/23/15: Notified HM that I will work on his recruitment as soon as time permits.
Instruction Joumana McGowan	Associate Dean, Instruction	Management	1.00	New Position	Lisa	1/20/15	2/2/15	TBD	TBD	TBD	TBD	2/9/15: Spoke to HM on 2/5/15; JD not finalized
Public Safety David Wilson	Deputy Chief	Management	1.00	Retirement Michael Montoya	Lisa	1/20/15	2/2/15	TBD	TBD	TBD	TBD	2/9/15: Mtg with HM today to discuss recruitment process

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Adult Basic Education Madelyn Arballo	Tutorial Services Assistant 4 vacancies	262-Classified	0.475	New Position	Leticia	2/3/15	2/4/15					1 RTF, 4 positions (M-Th, 19hrs) 2 positions 8:45a-1:30p 2 positions 4:00p-8:45p
Human Resources Cynthia Hoover	Benefits Specialist	262-Classified	1.00	New Position	Maria	2/3/15	2/4/15					Committee being established
Information Technology Dale Vickers	Receptionist/Clerical Assistant	262-Classified	1.00	Continued Funded position Rondell Schroeder 2/20/15	Lisa	2/3/15	2/4/15	VLTP: 2/6/15	VLTP: 2/18/15			2/9/15: VLTP currently open
Student Services VP Office Audrey Yamagata-Noji	Project Program Coordinator Foster Youth	262-Classified	1.00	New Position	Lisa	2/3/15	2/4/15	TBD	TBD	TBD	TBD	2/9/15: Spoke to HM, wants to run with AB 540-Dream position
Student Services VP Office Audrey Yamagata-Noji	Project Program Coordinator AB 540-Dream	262-Classified	1.00	New Position	Lisa	2/3/15	2/4/15	TBD	TBD	TBD	TBD	2/9/15: Spoke to HM, wants to run with Foster Youth position
Information Technology / Vic Belinski	Business Analyst	262-Classified	1.00	new	Nerissa	not signed	12/4/2014 2/2/15NU		TBD	TBD	TBD	2/2/15: Re-assigned from NG to NU; 2/10/15 New Classification and JD to be sent to CSEA for review
Adult Basic Education	Secretary	262-Classified	1.00	Lateral Transfer Maria Cardenas	Erika		7/22/14	10/27/14	11/14/14	2/18/15	3/11/15	1/23/15: committee is paper screening applications
Counseling	Director, Career & Transfer Services	Management	1.00	Resignation Heidi Lockhart	Erika		7/29/14	10/14/2014	11/25/2014	1/12/2015	2/11/2015	1/23/15: conducted final interviews on 1/15/15
Counseling/ Tom Mauch	Professor of Counseling - General (1 of 2 vacancies) Round 2	Faculty	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	Faculty	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.12/3/14 MQ screening in progress (16 to go).
Counseling/ Tom Mauch	Professor, Counseling (Title V) Round 2	Faculty	1.00	New Position	Nancy		7/7/14	12/5/14	1/8/15			1/13 MQs in process. Committee membership emailed to AS for approval.
Custodial Services/ Ken McAlpin	Custodian Substitute Pool	Substitute	N/A	Temporary Substitute	Maria			12/3/14	1/7/15			1/12/15: Pending recruitment schedule and search committee make up.
Custodial Services/ Ken McAlpin	Custodian Substitute Pool	Substitute	N/A	Temporary Substitute	Maria			8/5/14 8/27/14	8/19/14 9/11/14	9/8/14	1/14/15	1/12/15: Wesley Widdows selected for position; going as substitute on January Board
International Students	Director, International Students Program	Management	1.00	New Position	Erika		5/13/14	1/7/15	2/4/15	3/6/15	4/8/15	1/23/15: position currently open