

**REQUESTS TO FILL IN PROCESS AS OF JULY 29, 2014**

<b>Department/Div.</b>	<b>Position Title</b>	<b>FTE</b>	<b>Vacancy Reason</b>	<b>Recruiter</b>	<b>Date assigned</b>	<b>Posting date</b>	<b>Closing date</b>	<b>Interview dates</b>	<b>Expected Board Approval date</b>	<b>Most Recent Activity Comments</b>
Adult Basic Education	Secretary	1.00	Lateral Transfer Maria Cardenas	Erika	7/22/14					7/23/14: In progress - Voluntary Lateral Transfer process
Arise Program (AANAPISI Grant)	Student Services Program Specialist	1.00	Resignation/ Reorganization Heather Toyoshima	Erika	7/22/14					7/23/14: In progress - Voluntary Lateral Transfer process
Arts	Interim Associate Dean of Arts	1.00	new	Nancy	6/19/14	6/19/14	7/1/14	7/16/14	8/13/14	6/19 Internal Posting.Worked with Sue Long on recruitment schedule to make August Board.7/24/14 Rec. to Hire Don Sciore pending August board.
Business	Adjunct Accounting	N/A	N/A	Leticia	5/29/14					7/29/14: Follow-up with hiring manager scheduled
Business	Adjunct Child Development/Early Childhood Education	N/A	N/A	Nerissa	5/29/14					7/29: Job posting received from Hiring Mgr/Dept Chair & will be posted on PeopleAdmin on 7/29
Business	Adjunct Computer Information Systems	N/A	N/A	Maria	5/29/14					Online pool. Pending information from Dept Chair
Business	Adjunct Economics	N/A	N/A	Leticia	5/16/14					7/24/14: Emailed Associate Dean Galbreath reviewing F/T job posting to develop adjunct posting
Business	Adjunct Family & Consumer Sciences	N/A	N/A	Lisa	5/16/14	5/28/14	8/29/14			Online pool.
Business	Adjunct Fashion & Related Technologies	N/A	N/A	Lisa	5/16/14					Online pool..Pending information from Dept Chair
Business	Adjunct Fashion Retailing (Merchandising)	N/A	N/A	Lisa	5/16/14	5/11/14	7/25/14			Online pool.
Business	Adjunct Fashion Retailing (Visual)	N/A	N/A	Lisa	6/17/14	6/25/14	8/15/14			Online pool.
Business	Adjunct Hospitality / Restaurant Management (HRM)	N/A	N/A	Lisa	5/16/14					Online pool...Pending information from Dept Chair
Business	Adjunct Interior Design	N/A	N/A	Maria	5/16/14					Online pool.
Business	Adjunct Law	N/A	N/A	Leticia	5/29/14					7/24/14: Martin Jones-Ramey has been assigned as hiring manager-follow-up scheduled 7/29
Business	Adjunct Management	N/A	N/A	Maria	5/16/14					Online pool.
Business	Adjunct Marketing & Sales	N/A	N/A	Maria	5/16/14					Online pool.
Business	Adjunct Nutrition	N/A	N/A	Nerissa	5/16/14					7/29: Pending job posting from Hiring Mgr/dept. chair. HR Tech will follow-up on 7/29
Business	Adjunct Paralegal	N/A	N/A	Leticia	5/29/14					7/24/14: Martin Jones-Ramey has been assigned as hiring manager-follow-up scheduled 7/29
Business	Adjunct Real Estate	N/A	N/A	Leticia	5/29/14	7/15/14	8/4/14			Posted on PeopleAdmin.
CalWORKs	Caseworker	47.50	New Position	Nerissa (Nancy)		7/9/14	7/30/14	9/15/14		7/29: In progress
CalWORKs	Student Services Program Specialist	1.00	New Position	Nerissa (Leticia)		5/29/14	6/18/14	8/11/14	9/10/14	7/29: In progress

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Counseling	Professor of Counseling - General (1 of 2 vacancies)	1.00	(1) New Position (2) New Position	Nancy	7/7/14					7/7/14 While I was on vacation Tom M. sent revisions to brochure. 7/21/14 Will update brochures to re-post next week.
Counseling	Professor of Counseling - General (2 of 2 vacancies)	1.00	(1) New Position (2) New Position	Nancy	7/7/14					7/7/14 While I was on vacation Tom M. sent revisions to brochure. 7/21/14 Will update brochures to re-post next week.
Counseling	Professor, Counseling -Title V	1.00	New Position	Nancy	7/7/14					7/7/14 While I was on vacation Tom M. sent revisions to brochure. 7/21/14 Will update brochures to re-post next week. 7/23/14 Tom may assign current Counselor to take these duties; may ask for 3 Gen Counselors instead.
Counseling	Student Services Outreach Specialist (1 of 2 Vacancies)	1.00	(1) Resignation David Tieu	Zaira	1/28/14	4/30/14	5/21/14	7/21 & 7/22/14	8/13/14	7/24: Position offered and accepted -Guadalupe De La Cruz Cabrera. Pending DOJ clearance
Counseling	Student Services Outreach Specialist (2 of 2 Vacancies)	1.00	(2) New Position	Zaira	4/25/14	4/30/14	5/21/14	7/21 & 7/22/14	8/13/14	7/24: Only 1 finalist was selected from the recruitment, but two positions. Hiring Mgr wants to review job announcement and repost position.
Counseling	Student Services Program Specialist	1.00	New Position	Lisa/ Zaira	4/25/14	7/24/14	8/13/14	9/2/14	10/8/14	VLTP completed - no one hired; open recruitment
Custodial Services	Custodian	1.00	Promotion Jack Tayag	Zaira	5/29/14	6/9/14	6/30/14	8/5/14	9/10/14	7/29: In progress
Custodial Services	Custodian Substitute Pool	N/A	New Position	Zaira						7/29: Continuing to livescan and process remaining selected candidates.
Custodial Services	Supervisor, Custodial Services	1.00	Resignation Joseph Garcia 6/6/14	Zaira	5/22/14	5/30/14	6/30/14	7/24/14	8/13/14	7/29: Final interviews scheduled for 7/30
DSP&S	Receptionist/Clerical Assistant	1.00	Newly Funded Position	Erika	7/22/14					7/23/14: In progress - Voluntary Lateral Transfer process
DSP&S	Senior Interpreter	1.00	Resignation - Brandi Williams	Zaira	6/6/10					7/1: Union approved job description changes. Hiring Mgr working on increasing Position to 12 months/year from 11 months/year. Follow-up scheduled 7/29
Facilities	Lead HVAC Mechanic	1.00	Retirement Pedro Ruiz	Zaira		5/30/14	7/3/14	7/29/14	TBD	7/29: Final interviews scheduled for 7/30
Facilities Planning & Management	Senior Planner	1.00	New Position	Zaira	2/11/14					7/22: Awaiting Hiring Mgr's justifications for preferred education requirements.
Fiscal Services/Purchasing	Purchasing Specialist	1.00	Promotion Teresa Patterson 5/14/14	Maria	5/22/14					Revisions to job description; to be sent to CSEA for review.
Grounds	Grounds Equipment Operator	1.00	Promotion William Johnson 5/14/14	Maria	5/22/14	6/12/14	7/7/14	8/11/14	9/10/14	
Honors	Director of Honors	1.00	Retirement Carolyn Kuykendall	Nancy	6/19/14	5/30/14	6/30/14	7/22/14	8/13/14	7/23: Final interviews held. Offer made to Maryann Tolano-Leveque, who is a current employee (Dir. Of Student Life, Range M-15). Pending acceptance by Maryann-still considering the Y-rating offer due to this position being an M-10)

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Human Resources	Benefits Specialist	1.00	Resignation Hawk Yao 7/18/14	Nerissa	5/22/14					7/29: PeopleAdmin online posting will be opened
Humanities & Social Sciences	Adjunct Art History	N/A	N/A	Nerissa	5/16/14					7/29: Job posting received from Hiring Mgr/Dept Chair & will be posted on PeopleAdmin on 7/29
Humanities & Social Sciences	Adjunct History	N/A	N/A	Nerissa	5/16/14					7/29: Job posting received from Hiring Mgr/Dept Chair & will be posted on PeopleAdmin on 7/29
Humanities & Social Sciences	Adjunct Psychology	N/A	N/A	Nancy	5/16/14	5/29/14	6/13/14			Online pool.5/16/14 Pending job posting returned by dept. chair. 6/19/14 Under Review by Committee. 7/21/14 Dept. is interviewing & hiring.
Information Technology	Assistant Director, Academic Technology & Infrastructure (Internal Interim)	1.00	Resignation: Shanti Atashpoush	Lisa	6/12/14 EA; 7/10/14 LR	7/16/14	7/30/14	8/14/14	9/11/14	*IT would like this filled temporarily 7/1/14 - 12/31/14
Information Technology	Database Administrator	1.00	Termination - Dismissal Harini Pattapurathi 2012	Maria	6/11/14					Previously (EA recruiter) - IT put on hold pending completion of compensation study 7/2014 - working with manager to open the position
Information Technology	IT Specialist: Academic Applications & Portal Content	1.00	Other: Student Success Initiatives	Leticia	6/12/14					6/13/14: Hiring Mgr is reviewing job description. Follow up scheduled for 7/29.
Information Technology	Lead Technician, Data Communications	1.00	Retirement Mike Sanchez	Zaira	11/15/13	6/5/14	6/26/14	7/17/14		7/28: Position has been recruited 3 times unsuccessfully. 7/23: Finalist declined offer. Position being reviewed.
Information Technology	Network Administrator	1.00	Promotion Christopher Schroeder	Zaira	11/15/13	4/17/14	5/9/14	6/2/14		7/29: Hiring Mgr recommended delaying recruitment of position until Koff classification study is complete. HR Tech will contact Hiring Mgr to follow up on status
Information Technology	Senior Systems Analyst / Programmer	1.00	Other Student Success Initiatives	Lisa	6/13/14					*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 - she is still working on JD wording
Information Technology	Senior Systems Integrator	1.00	New Title Replaces Mary McGhee (formerly classified as a Supervisor)	Zaira	5/13/14	6/26/14				7/28: Applicant pool is very small - committee meetings being rescheduled
Instruction	Tutorial Services Specialist (Title V Grant)	1.00	New Position	Nancy		4/11/14	4/30/14	6/19/14 & 6/20/14	8/13/14	1/13/14 Removed "Senior" from revised JD - formerly Senior Tutorial Services Specialist; . 5/2/14 Pre-screening in progress, working on setting orientation for 5/15 or 16. 6/2/14 Committee extended screening due to large pool. 6/18/14 Comp. Rev. reset for 6/23/14. Rec. to Hire Amy Azul; pending August board.
International Students	Supervisor, Student Services	1.00	New Position	Erika	5/13/14					7/24/14: In progress - Job description being updated per hiring mgr request

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<b>Learning Assistance Center</b>	<b>Project/Program Specialist</b>	1.00	Retirement Michael Kwiatkowski	Leticia	7/22/14	TBD	TBD	TBD	TBD	7/23/14: Job description provided to Hiring Mgr for review. Follow up is scheduled for 7/29
<b>Library &amp; Learning Resources</b>	<b>Adjunct Learning Assistance (Study Techniques)</b>	N/A	N/A	Nancy	5/16/14	5/22/14	6/6/14			Online pool.5/16/14 Pending job posting returned by dept. chair. 6/9/14 Under Review by Committee.
<b>Library &amp; Learning Resources</b>	<b>Adjunct Reading (Learning Assistance)</b>	N/A	N/A	Lisa	5/16/14	5/21/14	6/30/14	7/23/14		
<b>Library &amp; Learning Resources</b>	<b>Library Technician II</b>	1.00	Rosie Higuera	Nerissa (Erika)	6/11/14	7/3/14	8/18/14			Applications under review by HR
<b>Math</b>	<b>Adjunct Math</b>	N/A	N/A	Nancy		3/21/14	4/18/14	6/6/14		Online pool. 5/16/14 Committee still screening. 5/20 Dept. sent list to interview on 6/6/14. 7/21/14 Dept. is interviewing & hiring.
<b>Natural Sciences</b>	<b>Associate Dean, Natural Sciences Division</b>	1.00	Promotion Matthew Judd	Nancy	6/6/14					NG contacted Matt Judd 6/6/14; Matt Judd is working on revising the job description. 6/13/14 Matt gone on vacation; Manager will contact when ready
<b>Natural Sciences</b>	<b>Secretary</b>	1.00	Lateral Transfer Dena Juarez	Zaira	3/27/14	6/19/14	7/10/14	8/14/14	9/10/14	7/29: In progress as noted
<b>Public Safety</b>	<b>Chief of Public Safety</b>	1.00	Resignation Mark DiMaggio	Nancy	7/15/14	7/21/14	8/18/14	10/1/14; 10/2/14	10/8/14; 11/12/14	7/17/14 Met with Mike Gregoryk; reviewed recruitment process and revised JD. 7/21/14 Revision approved by JPC; Recruitment schedule with dates/times options emailed to bargaining units for appointees to committee and to managers recommended to serve.Orientation to be held most likely 8/13/14; waiting for more feedback.
<b>Research &amp; Institutional Effectiveness</b>	<b>Educational Research Assessment Analyst</b>	1.00	New Position Student Equity Research	Maria	5/13/14	5/23/14	6/16/14	7/7/14	7/23/14	John Barkman pending DOJ results
<b>Student Health Services</b>	<b>Student Services Program Specialist</b>	47.50	New Position	Erika	3/6/14	6/11/14	7/3/14			7/24/14: Committee screened applications and determined the applicant did not have the necessary health services experience desired. Committee determined to close and reopen position after including desired experience in the job announcement.
<b>Student Services</b>	<b>Project/Program Coordinator</b>	1.00	New Position	Leticia/ Zaira	4/25/14	7/10/14	7/30/14	8/27/14	9/10/14?	Recruiting/accepting applications through 7/30/14.