

REQUESTS TO FILL IN PROCESS AS OF 6/24/14

Position Title	FTE	Department/Div.	Vacancy Reason	Recruiter	Date assigned	Posting date	Closing date	Interview dates	Expected Board Approval date	Comments
Assistant Director, Child Development Center	1.00	Child Development Center	Promotion Tamika Addison	Erika	2/11/14	4/16/14	5/13/14	6/23/14		final interviews: 6/25/14
Laboratory Technician - Natural Sciences	1.00	Natural Sciences	Retirement Janet Shoemaker	Erika	10/21/13	3/26/14	4/18/14	5/28/14	6/25/14	recommend for hire: Matthew Naas
Professor of Business Management	1.00	Business	Retirement Bonnie Jeffers, Paul Hischer, Bob Farris	Erika	1/29/14	2/28/14	3/28/14	5/8/14	6/25/14	recommend for hire: Regina Martinez
Professor of Law	1.00	Business	Retirement Alan Lawson, Jim Ford	Erika	3/6/14	3/28/14	4/25/14	6/3/14 & 6/6/14	7/9/14	recommend for hire: Abby Wood
Professor of Mathematics	1.00	Mathematics	Resignation Christopher McDonald	Erika	3/3/14	4/14/14	5/9/14	6/12/14 & 6/13/14	7/9/14	final interviews: 6/16/14
Professor of Television	1.00	Arts	One-Year Temp	Erika	3/6/14	4/9/14	5/6/14	5/30/14	6/25/14	recommend for hire: John Huynh
Professor, English (vancancy 2 of 2)	1.00	English	Retirement Mary Brackenhoff	Erika	5/22/14	4/9/14	5/6/14	5/30/14	6/25/14	recommend for hire: Erin Danson
Secretary	1.00	Professional & Organizational Development	Promotion Laura Martinez	Erika	4/25/14			6/10/14		VLTP
Student Services Program Specialist	47.50	Student Health Services	New Position	Erika	3/6/14	6/11/14	7/3/14	7/31/14		
Student Services Program Specialist (Veterans Center)	1.00	Financial Aid	New Position	Erika	12/19/13	3/11/14	4/2/14	5/14/14	6/25/14	recommend for hire: Lorenzo Harmon *title changed from Veteran's Resource Center Specialist
Supervisor, Student Services	1.00	International Students	New Position	Erika	5/13/14					posting recruitment by 6/19/14
Assistant Director, Academic Technology & Infrastructure	1.00	Information Technology	Resignation Shanti Atashpoush	Erika	6/12/14					*IT would like this filled temporarily 7/1/14 - 12/31/14
Adjunct Accounting	N/A	Business	N/A	Leticia	5/29/14					Do not have information from Division to post
Adjunct Computer Information Systems	N/A	Business	N/A	Leticia	5/29/14					Online pool.
Adjunct Real Estate	N/A	Business	N/A	Leticia	5/29/14					Received info. from Division on 6/23/14. Will post online pool.
Adjunct Economics	N/A	Business	N/A	Leticia	5/16/14					Do not have information from Division to post
Clerical Specialist	1.00	HCRC	Other Carmen Parra	Leticia	5/13/14					VLTP process completed. Position will be filled by a VLTP applicant. Placed on 6/25/14 board, to begin assignment 6/26/14.
Adjunct Law	N/A	Business	N/A	Leticia	5/29/14					Do not have information from Division to post
Adjunct Paralegal	N/A	Business	N/A	Leticia	5/29/14					Do not have information from Division to post
IT Specialist: Academic Applications & Portal Content	1.00	Information Technology	Other Student Success Initiatives	Leticia	6/12/14					*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"
Project/Program Coordinator	1.00	Student Services	New Position	Leticia/Zaira	4/25/14					VLTP process completed. Currently working with HM on job posting for full recruiting on People Admin.

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Adjunct Family & Consumer Sciences	N/A	Business	N/A	Lisa	5/16/14	5/28/14	8/29/14			Online pool.
Adjunct Fashion & Related Technologies	N/A	Business	N/A	Lisa	5/16/14					Online pool.
Adjunct Fashion Retailing (Merchandising)	N/A	Business	N/A	Lisa	5/16/14	5/11/14	7/25/14			Online pool.
Adjunct Fashion Retailing (Visual)	N/A	Business	N/A	Lisa	6/17/14	6/25/14	8/15/14			Online pool.
Adjunct Hospitality / Restaurant Management (HRM)	N/A	Business	N/A	Lisa	5/16/14					Online pool...Pending information from Dept Chair
Adjunct Math (Learning Assistance)	N/A	Library & Learning Resources	N/A	Lisa	5/16/14	5/21/14	6/30/14			Online pool.
Adjunct Reading (Learning Assistance)	N/A	Library & Learning Resources	N/A	Lisa	5/16/14	5/21/14	6/30/14			Online pool.
Senior Systems Analyst / Programmer	1.00	Information Technology	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"
Student Services Program Specialist	1.00	Counseling	New Position	Lisa/ Zaira	4/25/14	6/16/14	6/25/14			VLTP
Adjunct Interior Design	N/A	Business	N/A	Maria	5/16/14					Online pool.
Adjunct Management	N/A	Business	N/A	Maria	5/16/14					Online pool.
Adjunct Marketing & Sales	N/A	Business	N/A	Maria	5/16/14					Online pool.
Database Administrator	1.00	Information Technology	Termination - Dismissal Harini Pattapurathi 2012	Maria	6/11/14					Previously (EA recruiter) - IT put on hold pending completion of compensation study
Educational Research Assessment Analyst	1.00	Research & Institutional Effectiveness	New Position Student Equity Research	Maria	5/13/14	5/23/14	6/16/14	7/7/14	7/23/14	
Grounds Equipment Operator	1.00	Grounds	Promotion William Johnson 5/14/14	Maria	5/22/14	6/12/14	7/7/14	8/11/14	9/10/14	
Purchasing Specialist	1.00	Fiscal Services/Purchasing	Promotion Teresa Patterson 5/14/14	Maria	5/22/14					
Training and Applications Specialist	1.00	Information Technology	Resignation Beverly Heasley	Maria/ Zaira	4/25/14	5/12/14	6/2/14	6/18/14	7/23/14	Final Interviews: June 26, 2014
Director of Honors	1.00	Honors	Retirement Carolyn Kuykendall	Nancy	6/19/14	5/30/14	6/30/14	7/22/14	8/13/14	6/19/14 reassigned from EA to NG. Met with Jim at 4 PM;set schedule to make August Board.
Adjunct Learning Assistance (Study Techniques)	N/A	Library & Learning Resources	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.
Adjunct Math	N/A	Math	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.
Adjunct Psychology	N/A	Humanities & Social Sciences	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.
Associate Dean, Counseling	1.00	Counseling	Vacant Position	Nancy		2/12/14	3/14/14	5/20 & 22; Final 5/29/14	6/25/14	1/15/14 AYN revised JD; pending her response to revise KSA. 5/2/14: Compilation Review meeting scheduled for 5/6/14.

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Associate Dean, Natural Sciences Division	1.00	Natural Sciences	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; will contact me when returns in 2 weeks.
Professor, Counseling -Title V	1.00	Counseling	New Position	Nancy		3/10/14	4/7/14	6/10 & 6/11/14; finals 6/25/14	8/13/14	1/14/14 Tom Mauch may have two more RTF for counselors; prefers to run one recruitment. 3/10/14 Title V to run separate from general vacancies. Prescreening completed 4/29/14; orientation options emailed 4/29/14. 5/1/14 Due to committee members schedule, orientation date set for 5/15/14.
Student Services Program Specialist	1.00	DSP&S	Re-assignment Silva Arzunyan	Nancy		2/21/14	3/17/14	4/28 & finals 4/30/14	6/25/14	1/15/14 Emailed incumbents the VLTP; applications are due 1/24/14. No applications. 5/2/14 candidate selected is Brandi Melton; emailed successful candidate and awaiting a reply. Accepted.
Tutorial Services Specialist (Title V Grant)	1.00	Instruction	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.
Interim Associate Dean of Arts	1.00	Arts	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.
Professor of Counseling - General (Vacancy 1 of 2)	1.00	Counseling	New Position	Nancy						To be reposted.
Professor of Counseling - General (Vacancy 2 of 2)	1.00	Counseling	New Position	Nancy						To be reposted.
Adjunct Child Development/Early Childhood Education	N/A	Business	N/A	Nerissa	5/29/14					Dept. Chair Contacted - Immediate Needs Online Pool to open week of 6/23/14.
Adjunct Art History	N/A	Humanities & Social Sciences	N/A	Nerissa	5/16/14					Online pool. Meeting with Dept. Chair. Scheduled with HR.
Adjunct History	N/A	Humanities & Social Sciences	N/A	Nerissa	5/16/14					Online pool. Dept. Chair sent HR updated job posting revisions.
Adjunct Nutrition	N/A	Business	N/A	Nerissa	5/16/14					Online pool. Pending job posting from dept. chair.
Benefits Specialist	1.00	Human Resources	Resignation Hawk Yao 7/18/14	Nerissa	5/22/14			TBD	TBD	Contacted Hiring Manager; Job Description to CSEA for review 6/24/14.
Library Technician II	1.00	Library & Learning Resources	Retirement Frances Smothers, Library Tech III 11/5/13	Nerissa	5/22/14			n/a	n/a	Contacted Hiring Manager, VLTP opened 5/30/14 - 6/4/14; position filled via VLTP (Rosie Higuera); employee's personnel records processed and updated to reflect new schedule and change of position.
Library Technician II	1.00	Library & Learning Resources	Rosie Higuera	Nerissa	6/11/14			TBD	TBD	Contacted Hiring Manager, VLTP opened 6/12/14 to 6/17/14; no applications/responses received. Tentative recruitment schedule to be created.

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Caseworker	47.50	CalWORKs	New Position	Nerissa/ Zaira		5/6/14	5/9/14	TBD	10/8/14	VLTP opens 5/6/14 and closes 5/9/14; emailed incumbents, no applications/response received. Will open 2 weeks post SSPS, CalWORKs closure.
Student Services Program Specialist	1.00	CalWORKs	New Position	Nerissa/ Zaira		5/29/14	6/18/14	8/4/14	9/10/14	VLTP opened 5/5/14 and closes 5/13/14; no applications/response received.
Admissions & Records Clerk II	1.00	Admissions & Records	Other - replacing Christina Estrada - secured a FT position in another department	Zaira		4/15/14	5/6/14	6/13/14	7/9/14	
Computer Facilities Assistant (1 of 2 vacancies)	47.50	Information Technology	Lateral Transfer Jason Strong	Zaira		5/19/14	6/9/14	6/25/14	7/9/14	
Computer Facilities Assistant (2 of 2 vacancies)	47.50	Information Technology	Resignation Dan Heneise	Zaira		5/19/14	6/9/14	6/25/14	7/9/14	
Custodian	1.00	Custodial Services	Promotion Jack Tavag	Zaira	5/29/14	6/9/14	6/30/14	8/5/14	9/10/14	
Custodian Substitute Pool	N/A	Custodial Services	New Position	Zaira						Currently processing 16 applicants to be included in pool.
Director of Marketing & Communication	1.00	Marketing	Retirement Clarence Brown	Zaira		5/2/14	6/2/14	6/24 & 6/25/14		
Lead HVAC Mechanic	1.00	Facilities	Retirement Pedro Ruiz	Zaira		5/30/14	7/3/14	7/29/14	TBD	Recruitment extended.
Lead Technician, Data Communications	1.00	Information Technology	Retirement Mike Sanchez	Zaira	11/15/13	6/5/14	6/26/14	7/17/14		First round: unsuccessful finalist; position reopened 6/5/14
Network Administrator	1.00	Information Technology	Promotion Christopher Schroeder	Zaira	11/15/13	4/17/14	5/9/14	6/2/14		First and second round unsuccessful; Hiring Manager thinks its due to salary range. Hold recruitment pending Koff & Associates outcome
Secretary	1.00	Natural Sciences	Lateral Transfer Dena Juarez	Zaira	3/27/14	6/19/14	7/10/14	8/14/14	9/10/14	VLTP interviews - end of May 2014
Senior Interpreter	100.00	DSP&S	Resignation - Brandi Williams	Zaira	6/6/10					Per Grace Hanson and Don Potter; would like to place position on hold until classification study is complete. Anticipate higher salary to attract applicants. 6/12/14
Senior Planner	1.00	Facilities Planning & Management	New Position	Zaira	2/11/14					Pending job analysis
Senior Systems Integrator	1.00	Information Technology	New Title Replaces Mary McGhee (formerly classified as a Supervisor)	Zaira	5/13/14	6/26/14				Pending job analysis; CSEA suggested changes, HM agreed; waiting for CSEA to sign memo and return. 6/23/14
Student Services Outreach Specialist (1 of 2 Vacancies)	1.00	Counseling	(1) Resignation David Tieu	Zaira	1/28/14	4/30/14	5/21/14	7/21 & 7/22/14	8/13/14	Committee extended applicant screening period due to number of applications.
Student Services Outreach Specialist (2 of 2 Vacancies)	1.00	Counseling	(2) New Position	Zaira	4/25/14	4/30/14	5/21/14	7/21 & 7/22/14	8/13/14	Committee extended applicant screening period due to number of applications.
Supervisor, Custodial Services	1.00	Custodial Services	Resignation Joseph Garcia 6/6/14	Zaira	5/22/14	5/30/14	6/30/14	7/24/14	8/13/14	
Test Administration Clerk (2 of 2 Vacancies)	47.50	Assessment & Matriculation	New Position	Zaira	5/29/14	3/24/14	4/15/14	5/13/14	7/23/14	Yvette Suarez pending DOJ clearance

Expedite

Start with RTF