

**REQUESTS TO FILL (IN PROCESS)
FOR AUGUST 23, 2016**

Pending Re-opening of position			Recruitment on hold; RTF will be returned to hiring manager							HR has been waiting to discuss recruitment with hiring manager					
Department/Division Manager	Division	Position Title	Position #	Classification	FTE	Vacancy Reason	Recruiter	Date PC approved	Date assigned	Posting date	Closing date	Interview dates	Expected Board	Recent Status	Recent Activity Comments
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	8/10/16 (VLTP)	8/17/16 (VLTP)		10/12/16	8/22/16	VLTP in progress
Administrative Services/ Mike Gregoryk	Administrative Services	Administrative Specialist III (VP Priority List)	CA9811	262-Classified	1.00	Jill Miller (Retirement)	Erika	5/31/16	8/12/16					8/22/16	
Technical Services/ Bill Eastham	Administrative Services	Assistant Director, Technical Services (VP Priority List)	MC9934	Management	1.00	New Position	Erika	3/1/16	6/1/16	6/28/16	7/27/16	8/24/16	9/14/16	8/22/16	On Target to meet established Timeline
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				10/12/16	8/22/16	
Information Technology/ Ron Bean	Administrative Services	Computer Facilities Assistant	CA9606	262-Classified	0.475	David Gordon (VLTP)		3/8/16						8/22/16	In queue
Technical Services/ Bill Eastham	Administrative Services	Coordinator, Audio Visual Systems (VP Priority List)	CA9609	262-Classified	1.00	New Position	Erika	2/9/16	6/22/16	8/12/16	9/9/16		10/12/16	8/22/16	On Target to meet established Timeline
Grounds and Transportation/ Gary Nellesen	Administrative Services	Director, Grounds and Transportation	MC9997	Management	1.00	Resignation Carol Partridge	JenMay	8/1/16	8/3/16	8/29/16			11/9/16	8/26/16	Pending response from Hiring Manager on job posting. Follow up 8/26/16
Administrative Services/ Mike Gregoryk	Administrative Services	Director, Safety and Risk Management (VP Priority List)	MC9972	Management	1.00	Karen Saldana (Retirement)	Erika	5/31/16	8/12/16					8/22/16	
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Specialist (VP Priority List)	CA9789	262-Classified	1.00	Kathy Olivares (Retirement)	Maria/ Aniya	6/15/16	8/11/16	8/24/16	9/1/16			8/25/16	VLTP in progress
Custodial Services/ Ken McAlpin	Administrative Services	Interim Lead Custodian		651-Classified	1.00	Jack Tayag (Out-of-Class)		7/5/16						8/22/16	In queue
Fiscal Services/ Teresa Patterson	Administrative Services	Procurement Specialist (VP Priority List)	CA9773	262-Classified	1.00	Pam Childs (Retirement)	Cristal	5/10/16	7/11/16	7/21/16	8/19/16	9/20/16	10/12/16	8/26/16	On Target to meet established Timeline
Administrative Services/ Mike Gregoryk	Administrative Services	Risk Management Specialist (VP Priority List)	CA9794	262-Classified	1.00	Beth Sullivan (Resignation)		5/31/16						8/22/16	In queue
Public Safety/ Dave Wilson	Administrative Services	Sergeant, Police/Public Safety (vacancy 1 of 2)	MC9944	Management	1.00	New Position	Leticia	11/24/15	2/18/16	3/8/16	4/20/16	6/14/16	10/12/16	8/22/16	Pending Recommendation for Hire
Public Safety/ Dave Wilson	Administrative Services	Sergeant, Police/Public Safety (vacancy 2 of 2)	MC9943	Management	1.00	New Position	Leticia	1/12/16	2/18/16	3/8/16	4/20/16	6/14/16	10/12/16	8/22/16	Pending Recommendation for Hire
Facilities Planning & Management/ Bill Asher	Administrative Services	Special Project Manager- Preventative Maintenance (VP Priority List)	MT9997	Management	1.00	Special Project Mgr AP7135		7/21/15	(1) 8/18/15 (2) 2/25/16				10/12/16	8/22/16	(1) Unsuccessful Recruitment (2) HM placed on indefinite hold via email 5/16/16; back in queue to be assigned later
Technical Services/ Bill Eastham	Administrative Services	Theatrical Audio Engineer	CA9755	262-Classified	1.00	Alvaro Rodriguez (Promotion)		6/28/16						8/22/16	In queue
Human Resources/ Cynthia Hoover	Human Resources	Human Resources Technician (vacancy 3 of 3)	CO9988	Confidential	1.00	Nerissa Ulagalelei (Promotion)	Zaira	4/25/16	(1) 3/23/16 (2) 6/10/16	6/15/16	7/6/16	7/19/16	9/14/16	8/22/16	(1) Unsuccessful Recruitment (2) On Target to meet established Timeline
Grants/ Adrienne Price	Instruction	Administrative Specialist I	CA9391	262-Classified	0.25	New Position	Maria/ Aniya	2/23/16	3/10/16	6/28/16	7/25/16	8/16/16	9/14/16	8/25/16	New Hire Recommendation: Michelle Revel
Continuing Education/ Madelyn Arballo	Instruction	Administrative Specialist I	CA9484	262-Classified	1.00	Julia Villalobos (Resignation)		5/31/16						8/22/16	In queue
Education for Older Adults/ Mary Lange	Instruction	Administrative Specialist I	CA9589	262-Classified	0.475	Kimberly Keene		6/28/16						8/22/16	In queue
Technology & Health/ Jemma Blake Judd	Instruction	Administrative Specialist I	CA9552	262-Classified	0.475	resignation Sharon Spoto		8/9/16						8/22/16	In queue
Continuing Education/ Madelyn Arballo	Instruction	Administrative Specialist II	CA9933	262-Classified	1.00	Linda Rodriguez (Retirement)		5/17/16						8/22/16	In queue
Continuing Education/ Madelyn Arballo	Instruction	Administrative Specialist II	CA9733	262-Classified	1.00	Sabeena Soni (Promotion)		5/31/16						8/22/16	In queue
Learning Assistance Center/ Bailey Smith	Instruction	Administrative Specialist II (VP Priority List)	CA9862	262-Classified	1.00	Tiefa Fisher Gabriela (Resignation)	Erika	4/12/16	8/11/16					8/22/16	
Technology & Health/ Jemma Blake Judd	Instruction	Administrative Specialist III	CA9874	262-Classified	1.00	Teresita Hood (Retirement)		5/24/16						8/22/16	In queue
Research & Institutional Effectiveness/ Barbara McNeice Stallard	Instruction	Administrative Specialist III (VP Priority List)	CA9380	262-Classified	1.00	New Position	Erika	5/17/16	8/11/16					8/22/16	

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Instruction/ Irene Malmgren	Instruction	Administrative Specialist III (Teaching & Learning Center)	CA9376	262-Classified	1.00	New Position		6/15/16						8/22/16	In queue
Business Division/ Jennifer Galbraith	Instruction	Administrative Specialist IV (Perkins)	CA9999	262-Classified	1.00	resignation Julie Hasslock		8/9/16						8/22/16	In queue
Continuing Education/ Liza Becker	Instruction	Admissions and Registration Clerk	CA9378	262-Classified	0.475	New Position		6/7/16						8/22/16	In queue
Grants/ Adrienne Price	Instruction	Coordinator, Grants (VP Priority List)	CA9385	262-Classified	1.00	New Position	Erika	1/19/16	8/11/16					8/22/16	
Technology & Health/ Jemma Blake Judd	Instruction	Coordinator, Health Careers Resource Center (VP Priority List)	CA9856	262-Classified	1.00	Kathy Killiany (Resignation)	Erika	2/2/16	6/21/16				10/12/16	8/22/16	
ESL/Liza Becker	Instruction	Coordinator, Project Program (ESL)	CA9573	262-Classified	0.475	Caridad Oppenstein		5/17/16						8/22/16	In queue
Natural Sciences/ Karelyn Hoover	Instruction	Coordinator, Project Program (STEM) (VP Priority List)	CA9383	262-Classified	1.00	New Position	Cristal	5/3/16	6/1/16	7/28/16	8/26/16	9/22/16	10/12/16	8/26/16	Tentative Timeline established.
Instruction/ Irene Malmgren	Instruction	Coordinator, Project/Program (Teaching & Learning Center)	CA9377	262-Classified	1.00	New Position		6/15/16						8/22/16	In queue
Continuing Education/ Madelyn Arballo	Instruction	Coordinator, School of Continuing Education	Pending Fiscal	262-Classified	1.00	New Position		6/15/16						8/22/16	In queue
ESL/Liza Becker	Instruction	Coordinator, Vocational ESL	CA9375	262-Classified	1.00	New Position		6/15/16						8/22/16	In queue
Humanities (Honors)/ Jim Jenkins	Instruction	Director, Honors (VP Priority List)	MA9970	Management	1.00	Maryann Tolano-Leveque (Resignation)	Cristal	4/12/16	6/1/16	8/19/16	9/19/16	10/13/16	11/9/16	8/26/16	Tentative Timeline and Committee Formation pending.
Instruction/ Irene Malmgren	Instruction	Executive Assistant I	Pending Fiscal	Confidential	1.00	New Position		6/28/16						8/22/16	In queue
Biological Sciences / Matt Judd	Instruction	Lab Tech - Biology	CA9522	262-Classified	1.00	resignation Jeremy Marion		8/9/16						8/22/16	In queue
Commerical & Entertainment Arts/ Sue Long	Instruction	Lab Tech - Photography	CA9912	262-Classified	0.475	resignation C. Benoe		8/9/16						8/22/16	In queue
Business/ Jennifer Galbraith	Instruction	Lab Tech-Business & Computer Info Systems (VP Priority List)	CA9630	262-Classified	0.475	Marina Alkasas (Promotion)	Erika	4/19/16	6/21/16	8/11/16	9/6/16		10/12/16	8/22/16	Tentative Timeline
Business Division/ Jennifer Galbraith	Instruction	Laboratory Technician - Child Development Observation*	Pending Fiscal	262-Classified	0.475	New Position	Erika	10/13/15	10/16/15				10/12/16	8/22/16	JD pending CSEA and Board approvals
Continuing Education/ Liza Becker	Instruction	Learning Lab Assistant	CA9379	262-Classified	0.475	New Position		6/7/16						8/22/16	In queue
Learning Assistance Center/ Bailey Smith	Instruction	Learning Lab Assistant (VP Priority List)	CA9975	262-Classified	0.475	Katelyn Abadie (Resignation)	Maria/Aniya	4/12/16	8/11/16	8/19/16				8/25/16	Hiring Mgr contacted. Next follow-up scheduled: 8/29
ESL/Liza Becker	Instruction	Project/Program Specialist	CA9392	262-Classified	0.475	New Position	Maria/Aniya	2/2/16	2/25/16				10/12/16	8/25/16	Position to re-open per HM. Job Description being revised with preferred qualifications. Follow up with CH 8/29/16
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					8/22/16	Timeline being established
Bridge Program/ Francisco Dorame	Student Services	Administrative Specialist I	CA9633	262-Classified	1.00	Sophia Salazar (VLT)		7/19/16						8/22/16	In queue
Student Services/ Audrey Yamagata-Noji	Student Services	Administrative Specialist III (VP Priority List)	CA9931	262-Classified	1.00	Irma Marin (VLT)	Erika	5/10/16	8/11/16	8/22/16 (VLTP)	8/30/16 (VLTP)			8/22/16	VLTP in progress
Student Health Services/ Marti Whitford	Student Services	Assistant Director, Student Health Services	MC9941	Management	1.00	New Position	Leticia	1/5/16	2/18/16	6/28/16	7/26/16		9/14/16	8/22/16	Tentative Timeline
TriO Program/ Francisco Dorame	Student Services	Coordinator, Project Program	CA9490	262-Classified	1.00	Christopher Sweeten (Resignation)	Maria/Aniya	1/5/16	1/11/16	7/12/16	8/4/16	8/24/16	9/14/16	8/25/16	On Target to meet established Timeline
Student Services/ Audrey Yamagata-Noji	Student Services	Coordinator, Project Program (In reach & Retention) (VP Priority List)	CA9381	262-Classified	1.00	New Position	Erika	5/10/16	6/21/16				9/14/16	8/22/16	Hiring Mgr contacted. Next follow up: 8/29/16
Aspire Program/ Francisco Dorame	Student Services	Director, Aspire Program (VP Priority List)	MC9936	Management	1.00	New Position	Erika	4/22/16	6/21/16	7/14/16	8/25/16	10/10/16	11/9/16	8/22/16	Timeline established
Student Services/ Audrey Yamagata-Noji	Student Services	Director, International Students (VP Priority List)	MC9948	Management	1.00	Replaces Tiffany Sergio	Erika	5/10/16	6/1/16	7/14/16	8/25/16	10/6/16	11/9/16	8/22/16	Timeline established
TriO Program/ Francisco Dorame	Student Services	Director, TriO (VP Priority List)	MA9998	Management	1.00	Zolita Fisher	JenMay	6/28/16	7/11/16	7/14/16	8/12/16	9/8/16	10/12/16	8/22/16	On Target to meet established Timeline

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Disabled Student Programs & Services/ Grace Hanson	Student Services	Driver (VP Priority List)	CA9531	262-Classified	0.600	Ralph Barragan (VLTP)	JenMay	7/25/16	7/11/16	7/28/16	8/22/16	9/15/16	10/12/16	8/22/16	On Target to meet established Timeline
Aspire Program/ Francisco Dorame	Student Services	Educational Advisor (VP Priority List)	CA9397	262-Classified	1.00	New Position	Maria/Aniya	2/9/16	8/11/16	8/19/16				8/25/16	Hiring Mgr contacted. Next follow-up scheduled: 8/29
Student Life/ Andi Sims	Student Services	Judicial Affairs Officer (VP Priority List)	MC9935	Management	1.00	New Position	Erika	3/8/16	6/1/16	6/23/16	8/1/16	9/13/16	10/12/16	8/22/16	Timeline established
High School Outreach/ Tannia Robles	Student Services	Student Services Outreach Specialist (Foster Youth & AB500)	CA9393	262-Classified	1.00	New Position	Maria/Aniya	2/2/16	2/25/16	6/27/16	7/21/16	8/17/16	9/14/16	8/25/16	On Target to meet established Timeline
High School Outreach/ Tannia Robles	Student Services	Student Services Outreach Specialist (HSO)	CA9527	262-Classified	1.00	resignation Guadalupe De La Cruz	Maria/Aniya	8/9/16	9/25/15	7/7/16	8/4/16	9/14/16	10/12/16	8/25/16	On Target to meet established Timeline
High School Outreach/ Tannia Robles	Student Services	Student Services Outreach Specialist (HSO)	CA9655	262-Classified	1.00	Promotion Elmer Anzora Rodriguez	Maria/Aniya	(1) 9/22/15 (2) 4/25/16	9/25/15	7/7/16	8/4/16	9/14/16	10/12/16	8/25/16	On Target to meet established Timeline
DSPS/ Don Potter	Student Services	Student Services Program Specialist II	CA9382	262-Classified	1.00	New Position	Maria/Aniya	4/5/16	5/5/16				9/14/16	8/23/16	Position to re-open per HM. Job Description being revised with preferred qualifications. Follow up with HM 8/31/16
Financial Aid/ Chau Dao	Student Services	Student Services Program Specialist II	CA9388	262-Classified	1.00	New Position		6/15/15						8/22/16	In queue
High School Outreach/ Tannia Robles	Student Services	Student Services Program Specialist II	Pending Fiscal	262-Classified	1.00	New Position		8/9/16						8/22/16	In queue
Student Services/ Francisco Dorame	Student Services	Upward Bound Academic Specialist (VP Priority List)	CA9650	262-Classified	1.00	Elisa Hoyos Vences	Erika	5/3/16	8/11/16					8/22/16	

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Full Time Faculty Recruitments															
Natural Sciences/ Matt Judd	Instruction	Professor of Biology (Non-Majors) 1 yr Temp	FT9974	Faculty	1.00	New Position	Erika	7/5/16	7/11/16	7/13/16	7/27/16	8/18/16	9/14/16	8/22/16	New Hire Recommendation: Stephanie Lee
ADJUNCT RECRUITMENTS															
Natural Sciences	Instruction	Adjunct Pool for Anatomy & Physiology		Adjunct Pool			Katy			6/25/15	6/30/17				
Natural Sciences	Instruction	Adjunct Pool for Biology		Adjunct Pool			Katy			7/12/16	6/30/17				
Natural Sciences	Instruction	Adjunct Pool for Chemistry		Adjunct Pool			Katy			7/12/16	6/30/17				
Business	Instruction	Adjunct Pool for Computer Information Systems		Adjunct Pool			Katy			11/17/15	11/30/16				
Natural Sciences	Instruction	Adjunct Pool for Earth Sciences (Astronomy)		Adjunct Pool			Katy			7/15/16	6/30/17				
Natural Sciences	Instruction	Adjunct Pool for Earth Sciences (Geology/Oceanography)		Adjunct Pool			Katy			6/9/16	6/30/17				
Technology & Health	Instruction	Adjunct Pool for Engineering		Adjunct Pool			Katy			6/3/16	6/30/17				
School of Continuing Ed	Instruction	Adjunct Pool for ESL (Non-Credit)		Adjunct Pool			Katy			1/28/16	6/30/17				
Humanities & Social Sciences	Instruction	Adjunct Pool for Foreign Lanugages (Italian)		Adjunct Pool			Katy			6/8/16	6/30/17				
Technology & Health	Instruction	Adjunct Pool for Manufacturing Technology		Adjunct Pool			Katy			11/5/15	6/30/17				
Natural Sciences	Instruction	Adjunct Pool for Mathematics		Adjunct Pool			Katy			7/11/16	6/30/17				
Natural Sciences	Instruction	Adjunct Pool for Physics		Adjunct Pool			Katy			7/16/16	6/30/17				
Humanities & Social Sciences	Instruction	Adjunct Pool for Sociology		Adjunct Pool			Katy			7/13/16	6/30/17				
DSPS / Tim Engle	Student Services	Adjunct Pool for DSPS		Adjunct Pool			Katy			8/11/16	6/30/17				
Instruction / Joumana McGowan	Instruction	Administrative Specialist III Substitute Pool		Sub/Temp Pool262 - Classified			Cristal		8/11/16	8/15/16				8/26/16	On Target to meet established Timeline
Research & Institutional Effectiveness/ Barbara McNeice Stallard	Instruction	Administrative Specialist III Substitute Pool		Sub/Temp Pool262 - Classified			Cristal			8/4/16				8/26/16	On Target to meet established Timeline