

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Business Analyst

Department: Counseling

Time (FTE): 100% Term (months/year): 12 months

Work Schedule (Days, Hours): Monday-Friday, 8 am-5 pm

Salary Schedule (Range): A-120

Background and Rationale (use back of form if additional space is needed): The Business Analyst position will help support, input, and update EAB/Navigate system along with other technologies utilized in Counseling. This is a new position to help the Counseling

Department upgrade and adopt new technology for student utilization.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): _____ % Amount \$ _____

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature

Date

11/19/19

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

11/19/19

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not available Position Number: _____ Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☐ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

Date

☐ Continued Funded Position (ex. Vacancy)

Former Employee (if applicable): _____

Last day of employment: _____

Reason for vacancy: _____

(Attach **Existing** Job Description)

☒ Newly Funded Position Fiscal Year 2019

☐ No Existing Job Description

(Attach Draft of **New** Job Description)

☒ Classified

☐ Confidential

☐ Supervisory

☐ Administrative

****For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

Request to Fill Process:

A. Before completing the form:

- a. The requesting manager consults with their Vice President as well as departmental budget staff and with Fiscal Services, as necessary, to identify the appropriate funding source for the position.
- b. The requesting manager consults with Human Resources, as necessary, to determine the appropriate position/job description. Human Resources (HR) works with the requesting manager, as necessary, to develop the positions description. HR will advise the requesting manager of any collective bargaining related obligations or other required processes.
- c. The requesting manager obtains final verbal approval from their department Vice President or designee.

B. Completing the form:

1. **Requesting Manager (RM)** establishes that there is a continuing need for the position, that it is funded, and that it is appropriately classified. The RM then completes the top portion of the Request to Fill and submits to their Division Vice President.
2. **Division VP** reviews the request and verifies that the position meets the hiring needs. The VP then approves/denies the Request to Fill; may consult with HR. Forwards the approved Request to Fill to Fiscal Services.
3. **Fiscal Services (Budget & Accounting Technician and AVP)** reviews account information, ensures Position Number, and determines budget availability, whether currently available or future availability. The AVP, Fiscal Services signs the Request to Fill when accounting and budget information is determined. It is then forwarded to the VP of HR. If information is incomplete, the Request to Fill is returned to the Division VP for consultation.
4. **Human Resources** verifies the information and resolves discrepancies, if necessary and forward to the Vice President of Human Resources.
5. **VP of HR** reviews the request and takes the Request to Fill to President's Cabinet (PC) for approval.
6. **College President/CEO** evaluates the request to fill to ensure it meets the needs of the college and its institutional goals and determines whether the Request to Fill, is approved to fill, denied, modified, or on hold until further notice. Returns the Request to Fill, to the VP of HR. VP of Human Resources notifies Fiscal services the decision made at President's Cabinet.
7. **HR Recruiter** is assigned the approved Request to Fill, contacts the hiring manager and begins the recruitment process. If not approved in PC, the HR Director informs the Hiring Manager/Division VP of PC's decision.

Request to Fill Definitions:

Continued Funded Position: This box is checked if the Request to Fill is for an already funded position. This position may or may not be replacing a previous employee. If it is, the employee's name and last date of employment are indicated accordingly.

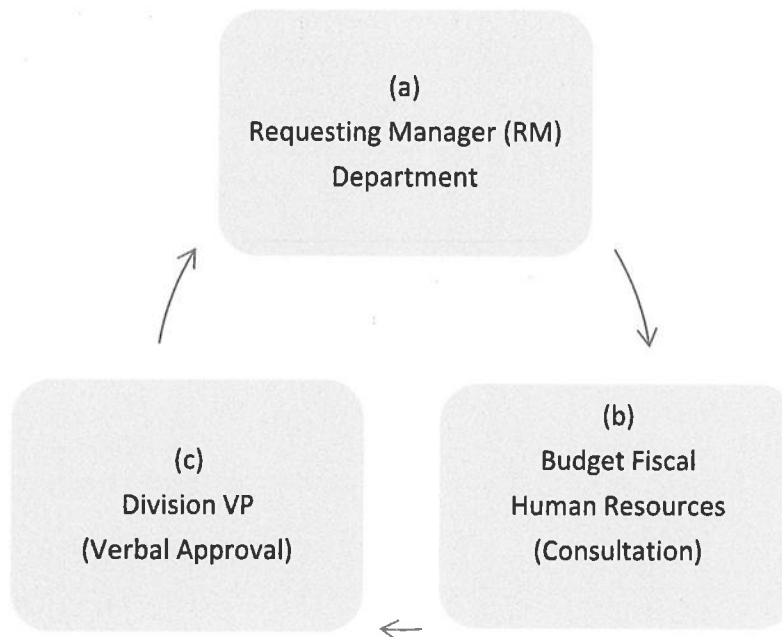
Newly Funded Position: This box is checked if the Request to Fill is for a newly funded position in this year's budget or has been approved for funding in the next fiscal year.

No Existing Job Description: This box is checked if no current job description meets the needs of the desired position. Please note, if a Classified position, the proposed job description must be reviewed and approved by CSEA prior to the position being recruited.

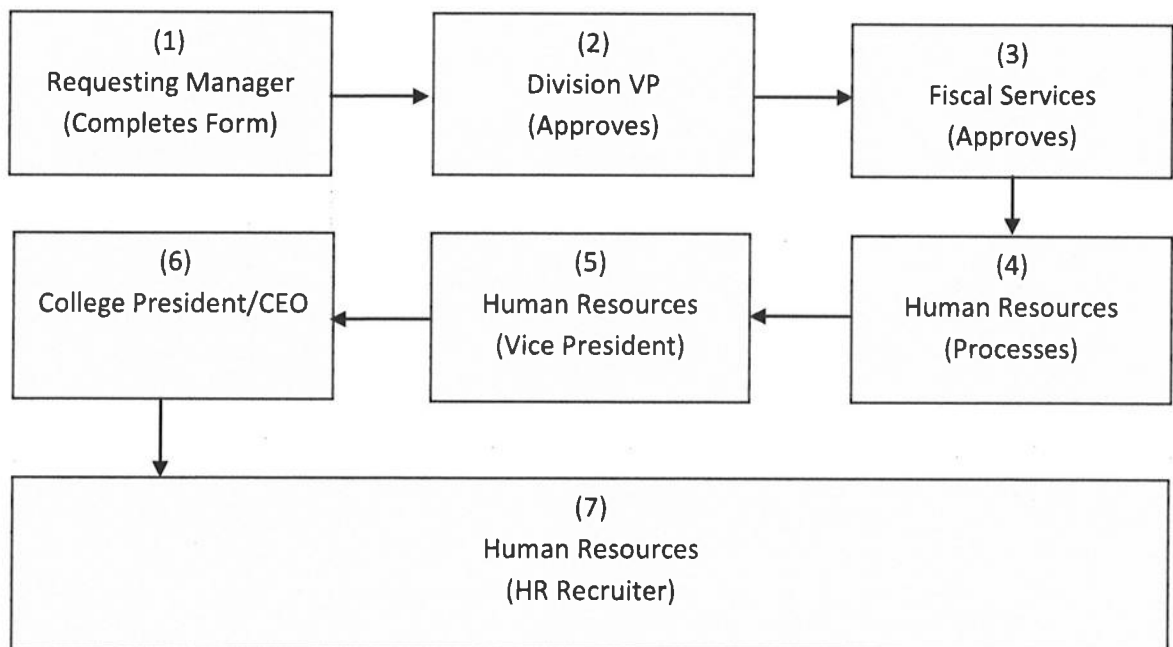
Temporary Project Administrator: This term refers to a temporary management employee appointed in accordance with AP 7135. These positions are hired on an annual basis, up to a maximum of five (5) years.

Work Flowchart for Request To Fill (RTF) Process Overview

A. Prior to Completing RTF Form



B. Routing the RTF Form



BUSINESS ANALYST

DEFINITION:

Under the general supervision of the assigned manager in collaboration with the Director, IT Project Implementation and Fiscal Integration, assists with processes within the department with automating office procedures and transforming day-to-day operations to paperless electronic processes. The incumbent is specifically responsible for expanding accessibility of data driven systems, by leveraging varied resources, including student and information management systems, such as OnBase and Banner, to store, manipulate and electronically capture or transfer data necessary for business operations. The incumbent will also provide the expertise to properly document, implement, support and train on office automation solutions and ensure data quality, integrity and accuracy. Collaborates with and acts as a liaison to the College's Information Technology Department (IT) in order to ensure technological integration between IT assigned area(s).

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision and work assignments from the assigned manager. Receives oversight from the Director, IT Project Implementation and Fiscal Integration to ensure integration with the College's Information Technology Department.

CLASS CHARACTERISTICS

This is a specialized classification responsible for assisting departmental managers and staff users with implementing electronic systems that replace existing paper bound processes and transactions. Incumbents are expected to possess knowledge of business process mapping and information management applications necessary to implement electronic solutions that maximize efficiency and improve the accuracy and timeliness of day-to-day and cyclical processes and transactions. This classification is distinguished from other information technology classifications by specializing in understanding and translating existing business processes into electronic solutions.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assist departments with planning, conducting, and implementing office automation improvements to operational practices and systems in order to adhere to federal, state, and district rules and regulations, and enhance organizational effectiveness.
2. Oversee project specific database design and testing of data management systems to ensure the delivery of accurate, timely, and consistent quality data.
3. Provide functional support and training on document management and storage projects to areas in transition, as well as follow-up support once the transition is completed.
4. Develop and maintain data quality standards and related standard operating procedures and ensure adherence to the standards by federal, state, district, and external vendors.
5. Responsible for the overall data management operations process, supporting projects/programs, standards and security associated with assigned projects; implement and maintain internal data management standards (ensuring compliance with any related laws and regulations such as HIPPA and FERPA), external data transfer, and documentation processes for messaging and dashboarding.
6. Maintain frequent contact with departments and personnel throughout the college, other IT management and staff, contract programmers and external information systems vendors.
7. Coordinate efforts between departments, IT units, and external participants to improve departmental workflows.
8. Support improvement initiatives to enhance efficiency and quality of IT deliverables.

9. Perform needs and outcomes assessments as needed to assess process improvements.

QUALIFICATIONS

Knowledge of:

1. Business process documentation and mapping.
2. Information technology, networking and security standards, and privacy standards and regulations (such as HIPPA and FERPA).
3. Principles, practices, and methods of data system security.
4. Business and Student Information Systems (e.g. OnBase, Banner, Oracle SQL in a production environment).
5. Principles and practices of computer operations, data processing and analysis functions, and production of computerized forms, documents, and reports.
6. Principles of data management concepts and structures, including data collection, manipulation, and distribution requirements for analysis and reporting functions.
7. Principles, practices, and methods of operating computers and peripheral equipment.
8. Procedures for creating and modifying systems.
9. District data processing systems and software applications.
10. Modern office practices, methods, and computer equipment and applications related to the work.
11. Record keeping principles and procedures.
12. English usage, grammar, spelling, vocabulary, and punctuation.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities to:

1. Develop solutions using Oracle SQL in a production environment.
2. Develop sophisticated, efficient database queries from a highly-normalized Oracle database.
3. Design, develop, implement and execute business process improvements.
4. Analyze customer requirements and propose effective and efficient technical solutions.
5. Plan, organize and prioritize work tasks and manage assigned projects; meet established deadlines.
6. Interpret, apply, explain, and ensure compliance with applicable District standards, policies, and procedures related to assigned area of responsibility.
7. Compose clear and concise correspondence and reports.
8. Understand and follow oral and written instructions.
9. Establish and maintain a variety of filing, record keeping, and tracking systems.
10. Operate modern office equipment including computer equipment and specialized software applications.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Understand scope of authority in making independent decisions.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from a regionally accredited college in computer science, information systems, information technology, or a related field, and three (3) years of progressively responsible experience in process and data requirements, design mock-ups, prototypes and statements of work, preferably in a higher education setting. Working knowledge of document management systems and an effective project management track record is also required.

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.