

April 12, 2021

## 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: \_\_\_\_\_

Department: \_\_\_\_\_

Time (FTE): \_\_\_\_\_ Term (months/year): \_\_\_\_\_

Work Schedule (Days, Hours): \_\_\_\_\_

Salary Schedule (Range): \_\_\_\_\_

Background and Rationale (use back of form if additional space is needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

4. Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Division Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

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 \_\_\_\_\_  
 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: \_\_\_\_\_

# CARES/CRRSAA- Institutional Funds 2020 - 2021



<b>Requested by: (Unit, Department, Division or Vice President)</b>							
<b>Location</b>	<b>Complete Name</b>	<b>Signature</b>	<b>Date</b>	<b>Approval:</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>
<b>Department or Unit:</b>	Angelena Pride	Angelena Pride <small>Digitally signed by Angelena Pride Date: 2021.03.23 12:50:44 -07'00'</small>		<b>Date:</b>	3/25/21		
<b>Division:</b>	Madelyn Arballo	Madelyn A. Arballo <small>Digitally signed by Madelyn A. Arballo Date: 2021.03.23 14:04:15 -07'00'</small>		<b>Vice Administrative Services Signature:</b>		 <small>Digitally signed by Morris Rodrigue Date: 2021.03.25 20:01:44 -07'00'</small>	
<b>Vice President:</b>	Irene Malmgren, Act. VPI	Irene Malmgren <small>Digitally signed by Irene Malmgren Date: 2021.03.24 10:25:40 -07'00'</small>					

  

Budget Request(s)	CARES/CRRSAA Justification for Request(s)	Funds Requested <sup>(1)</sup>	Funding
<b>Describe the services or items requested, include quantity<sup>(2)</sup></b>	Defraying expenses associated with coronavirus. This includes defraying lost revenue and expenses incurred after December 27, 2020.  It also includes student support activities authorized by the Higher Education Act where those support activities address needs related to coronavirus. This includes using funds to carry out TRIO and GEAR UP program activities to the extent those activities address needs related to coronavirus.	<b>Amount</b>	<b>Approved</b>
<b>1.</b> Two full-time positions to support new processes and tasks due to COVID: -FT Coordinator, Project/Program (Range 95), \$107,364  - FT Administrative Specialist III (Range 81) \$95,664  Total \$203,028	The Off-campus High School is a huge program with over 16,000 students enrolled annually. Transitioning over 750 course sections to distance learning due to COVID-19 was a massive effort and logistical challenge. There are 511 faculty employed in the OCHS program and the majority had previously never taught online. Due to COVID, program infrastructure needs have shifted significantly and these changes are not temporary as this program starts returning to campus either partially or fully. Further, it will be years for new program processes to be established given the ongoing uncertainty	\$203,028	
<b>Account Number(s)<sup>(3)</sup>:</b> HERF II/CRRSAA FY 2021-22-17241-422000-211000-493062-2100. FY 2022-23 HERFF III/ARPA pending.			

<sup>(1)</sup> Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

<sup>(2)</sup> Please add attachment if additional information needs to be included annual software upgrades, etc.

<sup>(3)</sup> If Unknown leave blank, the Fiscal Services department will include.

**MT SAN ANTONIO COLLEGE  
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
1.000	UA	081	Step 3	12	Administrative Specialist III	100.00%	60,265	35,399	95,664	<i>New Position - See Funding Recommendation below</i>

**Notes:**

*This budget calculation has been prepared by Fiscal Services. There will be sufficient funding from April 1, 2021 Through June 30, 2022 from CRRSAA or HERF II to fund this position. The position may be funded for 2022-23 from ARPA or HERFF III; however, the College has not officially received these funds as of April 2, 2021 and the period of performance is not*

## **ADMINISTRATIVE SPECIALIST III**

### **DEFINITION**

Under general supervision, performs a variety of intermediate administrative support duties that requires a significant level of knowledge of the assigned department, its services, policies, procedures, and operational details.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from managerial personnel. Exercises technical and functional direction over and provides training to student or hourly workers, and to less experienced administrative support staff, as assigned.

### **CLASS CHARACTERISTICS**

The Administrative Specialist III classification is the third level in the Administrative Specialist series which is comprised of four (4) levels. Positions in the series are distinguished by reporting and working relationships, level of independence, supervision received and exercised, decision making, judgment, and minimum qualifications for employment consideration.

The Administrative Specialist III level typically performs a wide variety of journey level administrative tasks to relieve department head of routine matters. Incumbents at this level are capable of performing intermediate administrative support duties, including assisting with budgets, providing department office coordination, and assisting in department-related projects and programs. Incumbents at this level are required to be fully trained in all procedures related to the assigned department of responsibility, working with an intermediate degree of independent judgment, tact, and initiative. This class is distinguished from the Administrative Specialist IV in that the latter acts in a higher-level capacity providing an advanced level of professional assistance to a division head.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Performs journey level duties of a supportive and sensitive nature; represents the department at meetings as assigned; coordinates multiple calendars, schedules meetings, makes travel arrangements, and handles sensitive materials; acts as a liaison between the department head and other staff or the public, assists resolving issues, problems, and complaints as appropriate.
2. Assists with the preparation of the department budget, including gathering and analyzing data related to expenditures and projected charges; monitors budget expenditures and revenues; initiates department purchases for office supplies and other items as assigned; authorizes payment of invoices; processes department requisitions and appropriation transfers; assists in the development of contracts; develops special statistical reports regarding budgetary information.
3. Assists with program or department budget tracking and reconciliation systems; resolves discrepancies; processes department requisitions and appropriation transfers; follows up with vendors; prints and reviews invoices for accuracy.
4. Performs other financial and accounting related duties, including reconciling purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase and expenditure requests, and purchase orders.
5. Schedules and/or coordinates meetings, seminars, conferences, and training sessions for department staff; acts as meeting secretary including preparing agendas and informational packets, setting up meeting and training rooms, and taking and transcribing minutes for assigned boards and commissions; prepares complex departmental agenda items and packets for Board of Trustee meetings.

6. Assists with planning and coordinating of departmental or campus-wide events, functions, meetings, and various other periodic committee, and employee training sessions.
7. Assists assigned department projects, processes, and/or programs as assigned by managerial personnel; provides assistance to department staff in various research and department-related projects; participates in developing and implementing department or campus-wide policies and procedures.
8. Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, statistical and analytical reports, organization charts, program plans, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material using a computer; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
9. Processes and prepares a variety of documents, materials, and records according to established procedures and practices, such as departmental documents, payroll records and monitoring payroll and expenditures for grant compliance. Calculates, inputs, and tracks faculty loads and lecture hour equivalency; ensures accuracy of the department's class schedules; submits faculty attendance reports monthly.
10. Provides information to the public to ensure an understanding of department and College policies and procedures; listens to questions and responds to staff inquiries and complaints, and explains procedures requiring a significant level of independent judgment, discretion, and interpretation; refers to the appropriate department source; resolves problems of a complex nature when appropriate.
11. Designs and implements complex file, index, tracking, and record keeping systems; researches and/or gathers records, data, and written information regarding departmental programs and processes to prepare complex reports and provide follow-up information to customer and staff inquiries.
12. May provide support to or serve in assisting the department head or President in the Executive Assistant's absence.
13. Participates on committees, task forces, and special assignments including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas, if needed.
14. Performs other related or lower classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Practices and methods of general office administration, including the use of standard office equipment.
2. Principles and practices of providing technical and functional direction and training to assigned staff.
3. Computer applications related to the work, including word processing, database, and spreadsheet applications.
4. Applicable federal, state, and local laws, codes, regulations, and policies, technical processes, and procedures related to the department to which assigned.
5. Principles and procedures of financial record keeping and reporting, basic accounts payable, and purchasing. Including business arithmetic, financial, and statistical techniques.
6. Principles and practices of data collection and report preparation.
7. Business letter writing and the standard format for reports and correspondence.
8. Record keeping principles and procedures.
9. Modern office practices, methods, and computer equipment.
10. Alphabetical and numerical filing methods.
11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

**Skills & Abilities to:**

1. Maintain confidentiality and be discreet in handling and processing confidential information and data.
2. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
3. Perform responsible administrative support work with accuracy, speed, and general supervision.
4. Provide varied and responsible office administrative work requiring the use of tact and discretion.
5. Plan, schedule, assign, and oversee activities of assigned personnel.
6. Inspect the work of others and maintain established quality control standards.
7. Train others in proper and safe work procedures.
8. Identify and implement effective course of action to complete assigned work.
9. Understand the organization and operation of the College and of outside agencies as necessary to assume assigned responsibilities.
10. Compose correspondence and reports independently or from brief instructions.
11. Understand and carry out complex oral and written directions.
12. Research, analyze, and summarize data and prepare accurate and logical written reports.
13. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
14. Establish and maintain a variety of filing, record-keeping, and tracking systems.
15. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
16. Operate modern office equipment, including computer equipment and specialized software applications programs.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. 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 that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework and five (5) years of varied administrative support experience preferably involving interaction with the public or two (2) years of experience equivalent to Administrative Specialist II. An Associate's degree from a regionally accredited college is preferred.

**Licenses and Certifications:**

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain 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 to visit various College 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 in 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. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing 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. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.