

April 13, 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



Requested by: (Unit, Department, Division or Vice President)							
Location	Complete Name	Signature	Date	Approval:	Yes	<input checked="" type="checkbox"/>	No
Department or Unit:	Angelena Pride	Angelena Pride <small>Digitally signed by Angelena Pride Date: 2021.03.23 12:50:44 -07'00'</small>		Date:	3/25/21		
Division:	Madelyn Arballo	Madelyn A. Arballo <small>Digitally signed by Madelyn A. Arballo Date: 2021.03.23 14:04:15 -07'00'</small>		Vice Administrative Services Signature:		 <small>Digitally signed by Morris Rodriguez Date: 2021.03.25 20:01:44 -07'00'</small>	
Vice President:	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 ⁽¹⁾	Funding
Describe the services or items requested, include quantity⁽²⁾	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.	Amount	Approved
1. 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	
Account Number(s)⁽³⁾: HERF II/CRRSAA FY 2021-22-17241-422000-211000-493062-2100. FY 2022-23 HERFF III/ARPA pending.			

⁽¹⁾ 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.

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

⁽³⁾ 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	095	Step 3	12	Coordinator, Project/Program	100.00%	69,273	38,091	107,364	<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 known.*

COORDINATOR, PROJECT/PROGRAM

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight of assigned projects and/or programs; provides routine administrative and operational support for assigned projects and/or programs; plans and coordinates education and outreach efforts; evaluates program effectiveness and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains program records and reports; fosters cooperative working relationships with students, staff, and faculty.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. May exercise technical and functional direction over and provides training to student workers.

CLASS CHARACTERISTICS

This is a project/program coordinator classification responsible for planning, organizing, and coordinating assigned programs, projects, services, and/or activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Successful performance of the work requires the knowledge of program/project and District activities and extensive student, faculty, and staff contact.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans and coordinates assigned programs, projects, services, and/or activities; establishes schedules and methods for providing program, projects, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
- Provides training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; reviews and controls quality of work; assists in the recruitment and selection of staff and provides recommendations.
- Participates in developing goals, objectives, policies, procedures, and work standards for assigned programs and/or projects.
- May participate in and oversee the administration of program and/or project budgets, including monitoring expenditures and ordering supplies, materials, and equipment.
- Plans, coordinates, and implements various events, workshops, and outreach and recruitment activities.
- Coordinates assigned programs and/or projects, including identifying stakeholders, conducting needs assessments, gathering data and information, and implementing changes and/or updates; provides on-going support to ensure program and/or project success.
- Administers evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments.
- Markets programs, projects, services, activities, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials.
- Coordinates with other departments and divisions to ensure effective and efficient operations, technology, and services of assigned programs and/or projects.
- Researches, compiles, and organizes information and data on topics related to assigned programs and/or projects; prepares and assembles reports and other informational materials.

- Serves as a liaison and contact person to students, staff, and faculty; provides consultative services and advice on assigned programs and/or projects; provides requested data, answers questions, and refers inquiries to the appropriate resource within or outside the District; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Provides administrative assistance and operational support to assigned programs and/or projects; composes, types, edits, and proofreads a variety of documents, including forms, memos, reports, and correspondence.
- Maintains and updates various databases and filing and record-keeping systems for assigned programs and/or projects.
- Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, and maintaining assigned programs and/or projects.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Basic principles and practices of budget administration and accountability.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- 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, various socio-economic and ethnic groups.

Skills & Abilities to:

- Plan, schedule, assign, and oversee activities of assigned personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and coordinate assigned program and/or project operations, services, and activities.
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs and/or projects.
- Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Make accurate mathematical, financial, and statistical computations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Interpret, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- 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 graduation from a regionally accredited four-year college or university with major coursework in education, social science, human services, public administration, or a related field, and two (2) years of increasingly responsible program or project coordination experience working with diverse students in an educational setting.

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.
- Depending on assignment, possession of, or ability to obtain, specified certification and/or license to maintain compliance with applicable state licensure regulations.

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 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. 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, typically weighing 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 occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.