

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: Administrative Specialist III

Department: School of Continuing Education/Off Campus HS

Time (FTE): 1.0 Term (months/year): 12

Work Schedule (Days, Hours): M-F; 8-4:30

Salary Schedule (Range): 81

Background and Rationale (use back of form if additional space is needed): See attached memo

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): 17241-422000-211000-493062-2100 FY 21-22

100 % Amount \$ 95,664

Account Number(s): HERFFIII/ARPA FY 22-23 Pending

% 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:

Madelyn A. Arbello MA9992

1. Requesting Manager Signature

4/14/21

Date

Suchakong

4. Human Resources Signature

5/17/2021

Date

2. Division Vice President Signature

5/5/21

Date

[Signature]

5. Vice President, Human Resources

5/17/21

Date

3. Chief Compliance/Budget Officer Signature

05/16/2021

Date

X Funding available ☐ Funding not available Position Number: CA9262 Contract Number: 213146

Comments: See Attached CRSSA Form.

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

☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions:

Rationale:

William J. Smoggin

6. Signature of President/CEO

May 18, 2021

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 Rodriguez 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*

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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.). \_\_\_\_\_

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% Amount \$ \_\_\_\_\_

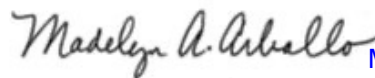
Account Number(s): HERFFIII/ARPA FY 22-23 Pending

% Amount \$ \_\_\_\_\_

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Comments: \_\_\_\_\_



MA9992

4/14/21

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 availablePosition Number: CA9262 Contract Number: 213146

Comments: \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf 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

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