

## President's Cabinet

May 11, 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: Temporary Special Project Administrator, Basic Needs Resources

Special Project Manager, M9

Department: Dean, Student Services

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

Work Schedule (Days, Hours): Mon-Thu: 8:00 am-5:00 pm; Fri: 8:00 am-4:30 pm

Salary Schedule (Range): M-9, Step 1

Background and Rationale (use back of form if additional space is needed): Basic Needs Resources is expanding its operations to include housing support

for homeless students and case management for students in need, which requires a manager to

take on the increased administrative duties and oversee the daily operations of the program,

including staff supervision and budgeting.

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

☐ 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: General Fund Unrestricted from Basic Needs  
Coordinator salary + CARES/CRRSAA

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): 11000-520000-215000-645000-210

75.68% ~~100~~ % Amount \$ 108,697.00

Account Number(s): 17241-520000-215000-645000-210

24.32% % Amount \$ 34,934.00

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: 7/1/2021 End date: 6/30/2023

Comments:

#### Signatures:

MA9981  
1. Requesting Manager Signature

5/7/21

Date

William J. Smoggin  
2. Division Vice President Signature

5.14.21

Date

Robert R. Lee  
3. Chief Compliance/Budget Officer Signature

05/16/21

Date

Suchakong  
4. Human Resources Signature

5/17/2021

Date

William J. Smoggin  
5. Vice President, Human Resources

5/17/21

Date

☒ Funding available ☐ Funding not available Position Number: MT9979 Contract Number: 211550

Comments: Please see ATTACHED QRSIA Form

#### 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:

William J. Smoggin  
6. Signature of President/CEO

May 18, 2021

Date



# CARES/CRRSAA- Institutional Funds

2020 - 2021



Requested by: (Unit, Department, Division or Vice President)						
Dean, Student Services						
Location	Complete Name	Signature	Date	Approval:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Department or Unit:	Basic Needs Resources		5/5/21	Date:	05.06.2021	
Division:	Student Services		5/5/21	Vice Administrative Services Signature:		
Vice President:	Audrey Yamagata-Noji		5/5/21			

Budget Request(s)	CARES/CRRSAA Justification for Request(s)	Funds Requested <sup>(1)</sup>	Funding
Describe the services or items requested, include quantity <sup>(2)</sup>		Amount	Approved
<p>1. To support the cost of a Temporary Special Project Administrator for Basic Needs Resources. Unrestricted General Funds for the Basic Needs Coordinator will be combined with CARES/CRRSAA funds to fund the adjusted salary at M-9 Step 1.</p> <p>FY 2021-22: \$34,934.00</p> <p>FY 2022-23: \$33,895.00</p>	<p>Defraying expenses associated with coronavirus. This includes defraying lost revenue and expenses incurred after December 27, 2020.</p> <p>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.</p> <p>To temporarily assign the Basic Needs Coordinator (A-95) to a full-time Temporary Special Project Administrator (M-9), immediately until 6/30/2023. As a result of the lasting impact of the COVID-19 pandemic, Basic Needs Resources is expanding its operations to include housing support for homeless students and case management for students with mental health, which includes lead and supervisory duties of social workers, and other needs. This requires a full-time manager to take on the increased administrative duties and oversee the daily operations of the program, including staff supervision, budget oversight, and other duties associated with this program.</p>	\$68,829.00	

Account Number(s) <sup>(3)</sup> :	17241-520000-215000-645000-2100
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(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	NAME	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	Funding Source
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**2021-22 Budget for Position to be Reclass:**

CA9774	1.000	UA	095	Step 4	12	Coordinator, Project/Program	Estrada, Rigo	100.00%	73,342	35,355	108,697	Unrestricted General Fund-Ongoing
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**2021-22 Cost of Reclassified Position:**

1.000	<b>MN</b>	<b>9</b>	Step 1	12	<b>Special Project Manager</b>	Estrada, Rigo	100.00%	101,079	42,552	143,631	
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<b>Additional Cost to re-class from Range A-95 to M-9 in FY 2021-22 - Ongoing Cost if Reclass in 2021-22</b>	<b>27,737</b>	<b>7,197</b>	<b>34,934</b>	
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Recommended CRRSAA funds

**2022-23 Budget for Position to be Reclass:**

CA9774	1.000	UA	095	Step 5	12	Coordinator, Project/Program	Estrada, Rigo	100.00%	77,010	36,574	113,584	Unrestricted General Fund-Ongoing
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**2022-23 Cost of Reclassified Position:**

1.000	<b>MN</b>	<b>9</b>	Step 2	12	<b>Special Project Manager</b>	Estrada, Rigo	100.00%	103,966	43,513	147,479	
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<b>Additional Cost to re-class from Range A-95 to M-9 in FY 2022-23 - Ongoing Cost if Reclass in 2021-22</b>	<b>26,956</b>	<b>6,939</b>	<b>33,895</b>	
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Recommended CRRSAA funds

<b>Total Ongoing Cost for Reclass in 2021-22 to 2022-23 if Reclass is approved</b>	<b>54,693</b>	<b>14,136</b>	<b>68,829</b>	
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Recommended CRRSAA funds

**Notes:**

*The budget calculations have been prepared by Fiscal Services and can be used for President's Cabinet to make decisions on the funding sources.*

## Chapter 7 - Human Resources

### AP 7135 Temporary Special Projects Administrators

#### Reference:

Education Code Section 72411

#### Salary Compensation

Temporary Special Projects Administrators hired under the provisions of Education Code Section 72411 will be compensated in accordance with the Temporary Special Projects Administrator Daily Rate Schedule. Total salary compensation for the term of employment will be calculated as the sum of the assigned duty days and designated management holidays within the contract period multiplied by the daily rate. The daily rate will be prorated for assignments less than one hundred (100) percent. The maximum number of compensable days during any fiscal year shall not exceed two hundred sixty (260).

#### Term of Assignment

The length of service for a Temporary Special Project Administrator shall be a maximum of five (5) years, with a yearly evaluation and renewal of assignment.

#### Holidays

Temporary Special Projects Administrators shall be entitled to the scheduled management and floating holidays that fall within the contract period.

#### Sick Leave

One day of sick leave will be earned for each full month of service. The amount of earned sick leave will be prorated for assignments less than one hundred (100) percent. Sick leave may be taken prior to being earned, up to the maximum number of days earnable for the contract period. If sick leave is taken in advance and the sick leave taken exceeds the sick leave earned at the time of termination, the salary and stipend pay for the excess days will be deducted from the final paycheck. Unused sick leave days earned during any contract of employment will expire upon termination of employment for that contract period and will not be compensated or applied to any subsequent contract of employment.

#### Vacation

Two days of vacation will be earned for each full month of service. The amount of earned vacation will be prorated for assignments less than one hundred (100) percent. Vacation must be earned before it can be used. Unused vacation days earned during any contract of employment will be compensated at the daily salary rate, provided that the College, prior to termination, may require the Temporary Special Projects Administrator to use any or all remaining vacation days in lieu of payoff.



### Daily Rate Schedule

Special Project Coordinator	Range 1	(M-05)
Special Project Manager	Range 2	(M-09)
Special Project Director	Range 3	(M-13)

### **Classification Title: Special Projects Coordinator (Project Designation)**

Salary Level: Range 1 (Special Projects Administrator Daily Rate Schedule)

### Basic Function

Under general direction, assist supervising manager by performing varied administrative duties involving a high degree of responsibility.

### Representative Duties

- Assist and advise supervising administrator; relieve supervising administrator of special project administrative detail.
- Assist in the implementation of project activities; monitor project activities for conformance with policies and objectives; develop criteria for evaluating the effectiveness of project activities.
- Assist in the monitoring of project budget(s); develop procedures for maintenance of project records and logs.
- Assist in the preparation of fiscal and other reports, as directed; prepare articles for publication.
- Review the work of office staff, as directed.
- Represent the supervising administrator at conferences and meetings related to project activities; address interested groups.
- Assist the supervising administrator in coordinating project activities with campus/ District staff, community agencies, service providers, and businesses.
- Perform related duties, as assigned.

## Qualifications

- Knowledge of: organization, personnel, and fiscal management; office management and procedures.
- Ability to: analyze and solve problems of organization and management; work both independently and in a team environment; identify the need for and develop proposed changes to operating practices and policies related to special project activities; supervise the staff of an administrative office; speak and write effectively; utilize Microsoft Word and Excel software.
- Education and Experience: equivalent to an associate's degree from an accredited experienced institution, preferably with an emphasis in business or related area; extensive responsible office supervisory and technical administrative experience involving analytical and discretionary assignments. Bachelor's degree preferred.

## **Classification Title: Special Projects Manager (Project Designation)**

Salary Level: Range 2 (Special Projects Administrator Daily Rate Schedule)

## Basic Function

Under direction of the responsible campus administrator, perform comprehensive administrative direction of designated special project(s).

## Representative Duties

- Establish a comprehensive plan for achieving project objectives and provide overall direction of project activities including assessment, marketing, development, implementation, and evaluation.
- Manage project budget(s) and maintain appropriate records and logs; prepare fiscal reports required by funding agencies and the District accounting office; prepare other reports, as directed.
- Manage office staff and functions.
- Serve as liaison in coordinating project activities with campus/District staff, community agencies, service providers, and businesses.
- Attend and participate in conferences and meetings related to project activities; address interested groups.
- Seek new grants; write grant proposals.
- Perform related duties, as assigned.

## Qualifications

- Knowledge of: project policies, procedures and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.
- Ability to: assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment; utilize word processing and spreadsheet software; coordinate and conduct meetings; speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.
- Education and Experience: Bachelor's degree in an area related to the project(s) and at least two (2) years of experience in administering the specified project(s) or similar project(s).

Classification Title: Special Projects Director (Project Designation)

Salary Level: Range 3 (Special Projects Administrator Daily Rate Schedule)

## Basic Function

Under direction of the responsible campus-level administrator, perform comprehensive District, regional, and/or statewide administrative direction of designated special project(s).

## Representative Duties

- Plan, develop, direct, and manage District, regional and/or statewide special project(s). Assume leadership for attainment of project goals and objectives.
- Coordinate the efforts of departments, colleges, and/or districts involved in the project(s) and provide technical assistance with program development and implementation.
- Serve as a resource in maintaining communication with campus, regional, and statewide project administrators and staff to exchange information, coordinate programs, and resolve issues and conflicts.
- Maintain current knowledge of methods and technologies pertinent to the project(s); conduct and review research studies and surveys regarding project constituents, clients, and trends.
- Direct the preparation and maintenance of detailed and comprehensive reports, records, and files regarding project budgets, personnel, facilities, student attendance, and activities.
- Direct, supervise, and evaluate the performance of assigned project managers, coordinators, and staff.



- Plan and conduct initial screening and interviewing of prospective project employees in accordance with District policies and procedures, and make recommendations for employment.
- Participate in the orientation, training, assignment, and evaluation of project personnel.

### Qualifications

Knowledge of:	project policies, procedures, and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.
Ability to:	assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment; utilize word processing and spreadsheet software; coordinate and conduct meetings; speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.
Education and Experience:	Graduate degree in a related area AND at least five (5) years of administrative experience in a related educational setting, or the equivalent. Equivalent qualifications must include, at minimum, Bachelor's degree in a related area and other education, training, and/or professional experience that would be equal to the graduate degree and administrative experience requirements.

Approved: September 11, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016

Revised: March 13, 2019