

May 25, 2021

MT. SAN ANTONIO COLLEGE EMPLOYEE CHANGE OF STATUS

Employee Name: Roch Hickey

BANNER ID: A02869529

Effective Date of: _____

*Effective End Date: _____

Change:

☒ Classified ☐ Confidential ☐ Faculty ☐ Manager

TYPE OF ACTION(S)	FROM	TO
<input checked="" type="checkbox"/> PERMANENT CHANGE(S) <input type="checkbox"/> Account Number <input type="checkbox"/> Departmental Change <input checked="" type="checkbox"/> Hours <input checked="" type="checkbox"/> Months <input type="checkbox"/> Promotion <input type="checkbox"/> Reclassification <input type="checkbox"/> Shift Change <input type="checkbox"/> Add Shift Differential <input type="checkbox"/> Remove Shift Differential <input type="checkbox"/> Other <input type="checkbox"/> SEPARATION <input type="checkbox"/> Dismissal <input type="checkbox"/> End of Assignment <input type="checkbox"/> Lay Off <input type="checkbox"/> Release from Probation <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> 39 Month <input type="checkbox"/> Other <input type="checkbox"/> TEMPORARY CHANGE(S) <input type="checkbox"/> Additional Assignment (P/T Classified Employees) <input type="checkbox"/> Administrative Leave <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Change of hours/months <input type="checkbox"/> Percentage of Full-Time <input type="checkbox"/> Increase from _____ to _____ <input type="checkbox"/> Decrease from _____ to _____ <input type="checkbox"/> Substitute/Interim (Out-of-Class) <input type="checkbox"/> Other	Job Title: <u>Skilled Craft</u> Department: <u>Facilities Planning & Management</u> Account No: <u>11000-621600-212000-651000-2100</u> Percentage: <u>0.475</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>19</u> Number of Months: <u>12</u> Days of Week: <u>5</u> Shift Hours: <u>6:00 am-2:30 pm</u>	Job Title: <u>Skilled Craft</u> Department: <u>Facilities Planning & Management</u> Account No: <u>11000-621600-212000-651000-2100</u> Percentage: <u>1.00</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>40</u> Number of Months: <u>12</u> Days of Week: <u>5</u> Shift Hours: <u>6:00 am-2:30 pm</u>
	<u>BUDGET USE ONLY</u> Position No.: _____ Contract No.: _____	<u>BUDGET USE ONLY</u> Position No.: _____ Contract No.: _____
	<u>HUMAN RESOURCES USE ONLY</u> Range, Step: _____ Longevity: _____ Differential: _____ Job FTE: _____ Pay Rate: \$ _____	<u>HUMAN RESOURCES USE ONLY</u> Range, Step: _____ Longevity: _____ Differential: _____ Job FTE: _____ Pay Rate: \$ _____
	<u>EXPLANATION OF CHANGE (attach additional documentation if necessary):</u> The workload placed on the Skilled Crafts maintenance shop consistently exceeds the the amount of work the current approved FTE level can complete. Roch is consistently asked to work more than his approved time, when available, to complete the assigned work. Moving Roch from part to full time will help in trying to stay current with the Skilled Crafts workload. CARES-CRRSAA funding through June 2022, it will then transition to be funded through the General Fund.	

Manager (Print name and sign)

Date

HR Technician Signature

Date

Bill Asher

Digitally signed by Bill Asher
DN: C=US, E=Washer@mtsac.edu, CN=Bill Asher
Date: 2021.04.26 16:21:33-0700

VP of assigned Division Signature

Date

VP, Human Resources Signature

Date

Chief Compliance & Budget Officer Signature

Date

President/CEO Signature

Date

SEND ORIGINAL TO HUMAN RESOURCES

**Temporary Assignments MUST have a projected end date (no greater than the end of the fiscal year).*

*A new form must be submitted to Human Resources every fiscal year and **MUST** be Board Approved **PRIOR** to changing the employee's status.*

Employee should not work in requested assignment until after Board Approval.

HUMAN RESOURCES USE ONLY

Board Date

☐ Denied
☐ Approved

☐ Banner
☐ Payroll

☐ Benefits
☐ PPASKIL

☐ PPAGENL
☐ PPACERT

**Reviewed by President's Cabinet on: _____

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

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	NAME	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
FY 20-21												

From

CB9990	0.475	B	071	Step 6	12	Hickey, Roch	11000	100.00%	36,630	10,920	47,550	Unrestricted General Fund
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To

CB9990	0.475	B	071	Step 6	11	Hickey, Roch (Jul-May)	11000	100.00%	33,586	10,010	43,596	
CB9990	1.000	B	071	Step 6	1	Hickey, Roch (Jun)		100.00%	6,409	3,364	9,773	
									<u>39,995</u>	<u>13,374</u>	<u>53,369</u>	

Additional cost to increase the FTE from 47.5% to 100% effective June 2021

3,365	2,454	5,819
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*Recommended to fund from CARES/CRRSAA
Account: 17241-621600-212000-651000-2100*

FY 21-22												
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From

CB9990	0.475	UB	071	Step 6	12	Hickey, Roch	11000	100.00%	36,630	12,158	48,788	Unrestricted General Fund
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To

CB9990	1.000	UB	071	Step 6	12	Hickey, Roch	11000	100.00%	77,005	42,981	119,986	
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Additional cost to increase the FTE from 47.5% to 100% in FY 21-22

40,375	30,823	71,198
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*Recommended to fund from CARES/CRRSAA
Account: 17241-621600-212000-651000-2100*


Notes:

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

CARES/CRRSAA- Institutional Funds

2020 - 2021



Requested by: (Unit, Department, Division or Vice President)						
Facilities-Maintenance & Operations						
Location	Complete Name	Signature	Date	Approval:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Department or Unit:	Bill Asher	Bill Asher <small>Digitally signed by Bill Asher DN: cn=US, e=Washer@mtasac.edu, cn=Bill Asher Date: 2021.05.13 19:22:05-07'00'</small>		Date:	5/17/21	
Division:				Vice Administrative Services		
Vice President:	Morris Rodrigue			Signature:  <small>Digitally signed by Morris Rodrigue Date: 2021.05.17 13:41:02 -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⁾	<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>	Amount	Approved
1. Increase part-time staff to full-time staff through June 30, 2022.	Due to COVID-19 virus, the campus has been closed for over a year. The Governor's Stay-At-Home order issued in March of 2020 was lifted in January 2021. The campus is now preparing to reopen. In order to get the buildings ready for occupancy, we are requesting funds to get one Skilled Crafts employee increased from part time to full time employment status.	\$75,648	
Account Number(s) ⁽³⁾ :			

(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.

SKILLED TRADE CRAFTS WORKER

DEFINITION

Under general supervision, performs a wide variety of building maintenance, repair, and installation tasks involving carpentry, roofing, masonry, flooring, fencing, repairing, patching, stucco of walls, repairing district furnishings to improve, maintain, and renovate District buildings and facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director of Facilities Planning & Management.

CLASS CHARACTERISTICS

This is a journey-level position that performs general skilled trades work. Incumbents are responsible for performing maintenance and alterations on District buildings and facilities, and perform general installation and repairs. This class is distinguished from other skilled maintenance trade classifications by the performance of duties in all skilled trades, rather than primarily performing duties in one area.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Performs maintenance and alterations on District buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; adds and demolishes walls; repairs cabinets and counters; repairs stairs; builds storage units; installs and repairs ceiling tiles, floor and wall tiles, linoleum and/or carpet; repair doors; repairs and replaces sheet rock, installs and repairs concrete and masonry; repairs and patches roofs, paints and/or stains as necessary; and performs other related tasks.
- Repairs block/brick structures, replaces grout and repairs cracks; patches cement, constructs forms, and pours concrete for small jobs such as walkways or slab repair.
- Inspects structures; recommends special work required or necessary facility maintenance; trains temporary employees in work methods, use of tools and equipment, and relevant safety precautions; oversees and assigns work.
- Orders needed supplies; ensures maintenance of an adequate inventory to accomplish assigned jobs.
- Responds to emergency situations as necessary.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, methods, equipment, tools and materials used in maintaining, repairing, constructing, and installing buildings and facilities, including carpentry, plumbing, painting, masonry, and mechanical and electrical work.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment, including forklift, aerial lifts, backhoe, tractors, jackhammer, and trucks.
- Applicable federal, state, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Shop arithmetic.

- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic record keeping principles and procedures.
- Basic computer applications related to the work.
- English usage, grammar, spelling, vocabulary, 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, socio-economic and ethnic groups.

Skills & Abilities to:

- Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of District buildings and facilities.
- Perform welding, lathe and metal fabrication duties as directed; utilizing oxyacetylene and electric arc welding, soldering and brazing processes; assure compliance with established safety guidelines and regulations.
- Skillfully and safely operate a variety of power and hand tools used in carpentry, electrical, painting, plumbing, and construction work.
- Read and understand blueprints, construction drawings, and schematics.
- Coordinate work assignments with other divisions and departments.
- Conduct safety inspections and establishing safe procedures.
- Estimate needed materials and labor and secure sufficient quantities.
- Inspect the work of others and maintaining established quality control standards.
- Practice safe work habits; training others in proper and safe work procedures.
- Follow department policies and procedures related to assigned duties.
- Work with contractors on District approved projects.
- Maintain records and prepare work and time reports in building and facility maintenance areas.
- 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 that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training or college-level courses from a regionally accredited college or university in building construction, maintenance, or a related experience in building/facilities maintenance field, and two (2) years of journey level work in one or more of the building trades. Or equivalent of (5) years' experience in buildings/facilities maintenance and or journey level work.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in various District buildings and facilities; strength, stamina and mobility to perform medium physical work, operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen, color vision to identify electrical wires, pipes, engine and motor parts etc., and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.