

October 20, 2020

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: Special Projects Coordinator

Department: Human Resources

Time (FTE): 1.0 Term (months/year): 12 mo/5 yrs

Work Schedule (Days, Hours): 40 hours minimum

Salary Schedule (Range): Range 5, Step 1 (Daily Rate)

Background and Rationale (use back of form if additional space is needed): Human Resources needs assistance with implementing various special projects in order to expedite the hiring process and develop reports to assist with EEO compliance.

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): 11900-200000-215000-673000-2100 100% Amount \$ 119,582
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:

<u><i>Suchakong</i></u>	<u>10.27.2020</u>	<u><i>Suchakong</i></u>	<u>10.27.2020</u>
1. Requesting Manager Signature	Date	4. Human Resources Signature	Date
<u><i>[Signature]</i></u>	<u>10/30/20</u>	<u><i>[Signature]</i></u>	<u>10/30/20</u>
2. Division Vice President Signature	Date	5. Vice President, Human Resources	Date
<u><i>[Signature]</i></u>	<u>11/10/20</u>		
3. Chief Compliance/Budget Officer Signature	Date		
<input checked="" type="checkbox"/> Funding available <input type="checkbox"/> Funding not available Position Number: _____ Contract Number: <u>211580</u>			

Comments: Funded Unrestricted Fund One-time with Immediate Needs PC 10.20.20. Funds will approximately be used to cover from January 2020 to May 2022.

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 November 17, 2020
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 20-2021
☐ 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: Unrestricted General Fund
One-Time

APPROVED

President's Cabinet

October 20, 2020

*William J. Smuggan***MT. SAC**
Mt. San Antonio College**NEW RESOURCES ALLOCATION REQUEST****2020-21**

Requested by: (Unit, Department, Division or Vice President)		Human Resources
		Date to VP: 10/19/2020
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Human Resources	
		Date to Cabinet: 10/20/2020
Division:	Human Resources	Outcome:
Vice President:	Abe Ali	
		<i>Sokha Song for Abe Ali</i>

Budget Request(s)		Description of Request(s)	Funds Requested **		
(List in Priority Order)		(Include Appropriate PIE Goals or Activities)	Amount	One-time	Ongoing
		One time funding for the Special Projects Coordinator in human resources. This position will be working on various special projects including implementing new hire onboarding, HR Data Analytics such as EEO reports, electronic RTF process into PeopleAdmin, job description transition into PeopleAdmin, transition of evaluations process into PeopleAdmin, transition of personnel files into On Base, Workforce Leaves Software, Banner HR data transition, transition of position control, transition of HR reporting from ARGOS into another software. This position will also be responsible for all trainings in addition to the implementations.	\$170,000	X	
	Account Number(s):	11900-200000-215000-673000-2100			
	Account Number(s):				
	Account Number(s):				
	Account Number(s):				

**MT SAN ANTONIO COLLEGE
SALARY PROJECTION**

POSITION NUMBER	FTE	TOTAL MONTHS	TITLE	Period	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS
Budget Projection for Annual Salary (12 Months Cost)							
	1.000	12	Special Project Coordinator M-5	July - June	78,832	40,750	119,582

Budget Projection for FY 20-21 and FY 21-22							
	1.000	6	Special Project Coordinator M-5	January 2021 to June 2021	39,414	20,370	59,784
	1.000	11	Special Project Coordinator M-5	July 2021 to May 2022	72,259	37,345	109,604
Total Cost from January 2021 to May 2022					111,673	57,715	169,388

Notes:

The Special Project Coordinator is budgeted at step 1.

Budget does not include increases for COLA, employer rates (CalPERS and other), and Health and Welfare allocation increases.