

November 10, 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: Director, Maintenance & Operations

Department: Facilities Planning & Management

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

Work Schedule (Days, Hours):

Salary Schedule (Range): M-17

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

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). Changing the range from M-15 to M17

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): 620000 11000650000 215000 659000 2100 100 % Amount \$ -199,134- 213,479

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

11.17.2020

2. Division Vice President Signature

Date

11.18.20

3. Chief Compliance/Budget Officer Signature

Date

4. Human Resources Signature

11/23/2020

Date

5. Vice President, Human Resources

11/23/20

Date

☒ Funding available ☐ Funding not available Position Number: MC9908 Contract Number:

Comments: INCREASE OF \$ 14,345 will be ongoing from UNRESTRICTED FUND.

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

November 24, 2020

Date



APPROVED

President's Cabinet

November 10, 2020

Administrative Services

MEMORANDUM

To: Dr. Scroggins
From: Morris Rodrigue
Date: November 10, 2020
Re: Request to Fill – Interim, Director, Maintenance & Operations

On September 17, 2019, the Vice President of Administrative Services brought the Assistant Director, Maintenance and Operations, and the Director, Maintenance and Operations job descriptions to cabinet after being reviewed by the Management Steering Committee. There was a second review by Cabinet on October 1.

The salary initially proposed for the Director and Assistant were M-19 and M-17, respectively. This level was somewhat high when comparing to other directors in the Department. There was a secondary recommendation for it to fall at M17 and M-15, respectively. The final landing point for the two ranges was M-15 and M-13. At this range, there is the potential for the M-13 Assistant Director to have either direct or periodic oversight of an M-14 Construction Project Manager. Additionally, there is significant personnel oversight for these two positions. These two positions combined would have approximately 115 FTE in their line of supervision. I am recommending the ranges be reconsidered and adjusted to M-17 and M-15, respectively.

Aligned with this change in range, I am requesting to remove the Director, Maintenance, and Operations from the frosted positions list and fill it on an interim basis.

Measure GO's overall size has required the Executive Director, Facilities Planning and Management to allocate over 80% of his time toward ensuring Measure GO projects are on track and progressing. Most recently, the State accelerated the pace by approving early Mt. SAC's \$170 million Technology and Health building project, adding significant additional work on the Bond Construction side of the house. Filling this position will allow appropriate managerial support for the Maintenance and Operations while freeing up the Executive Director to focus more directly on Planning and Construction.