

**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: Project/Program Specialist

Department: Student Success and Equity - REACH Program

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): Mon-Thurs: 10:00am-7:00pm; Fri: 8:00am - 4:30pm

Salary Schedule (Range): 79

Background and Rationale (use back of form if additional space is needed): Newly Funded Position

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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): 11000  
11000-504150-211000-649000-210 0 100 % Amount \$ 95,466  
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** [Signature] 12/2/2021  
Date

2. **Division Vice President Signature** [Signature] 12.7.21  
Date

3. **Chief Compliance/Budget Officer Signature** [Signature] 12/10/21  
Date

4. **Human Resources Signature** \_\_\_\_\_ Date

5. **Vice President, Human Resources** [Signature] 12/21/21  
Date

☒ Funding available ☐ Funding not available **Position Number:** CA9238 **Contract Number:** \_\_\_\_\_

The position was approved by NRA Phase 13 as Life Skills Specialist, and HR recommended changing it to Project Program Specialist.

**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: \_\_\_\_\_

[Signature] January 4, 2022  
6. **Signature of President/CEO** Date

# MT. SAN ANTONIO COLLEGE

Human Resources

## REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

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**Instructions for completing this form are located on the back.**

Position: Life Skills Specialist

Department: Student Success and Equity - REACH Program

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): Mon-Thurs: 10:00am-7:00pm; Fri: 8:00am - 4:30pm

Salary Schedule (Range): 79

Background and Rationale (use back of form if additional space is needed): Newly Funded Position

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): 11000 11918-5041-00-21-000-649000-2100 100 % Amount \$ \$95,466  
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. MC9912 8/30/2021  
Date  
2. 9.21.21  
Date  
3. 10/1/2021  
Date  
4. Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_  
5. Vice President, Human Resources \_\_\_\_\_ Date \_\_\_\_\_

☒ Funding available ☐ Funding not available Position Number: GA9239 Contract Number: 213310

Comments: The position was approved from NRA Phase 13.

### 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: \_\_\_\_\_

6. Signature of President/CEO \_\_\_\_\_ Date \_\_\_\_\_

Questica	Banner	Banner	Summary
21-22 <input checked="" type="checkbox"/>	NBAJOBS <input checked="" type="checkbox"/>	PHAREDS <input type="checkbox"/>	Vacancy List <input type="checkbox"/>
22-23 <input checked="" type="checkbox"/>	NBAPOS <input type="checkbox"/>	B/T <input checked="" type="checkbox"/>	Frost List <input type="checkbox"/>

Former Employee (if applicable): \_\_\_\_\_  
Last day of employment: \_\_\_\_\_  
Reason for vacancy: \_\_\_\_\_  
(Attach **Existing** Job Description)

☒ Newly Funded Position Fiscal Year 2021-2022  
☐ 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: NRA Phase 13  
Approved 8.12.21

### 2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Student Services Division

To Be Completed By Departments								
Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)
Critical	Counseling	510000/ Francisco Dorame	Project Coordinator (A95)	Request is for ONE project/program coordinator (A-95) for EAB Navigate assigned to Counseling. To create two new positions to work between the Business Analyst, Student Services, and Instruction. The two positions will serve as "boots on the ground" for the EAB Navigate system working with Departments and Programs to ensure usage and services are being utilized effectively and efficiently. Both positions will serve as trainers, support staff, and "air traffic controllers" assisting the Business Analyst identify problems, solutions, and messaging.		x	\$ 109,737	
Critical	Reach	504150/Jeze Lopez	F/T Life Skills Specialist (A-79)	Request for a new position of Life Skills Specialist. Foster Youth students require a higher level of interventions when compared to Non-Foster Youth students due to their lack of family support and basic life skills knowledge. A Life Skills Specialist will develop life skills curriculum, coordinate, and teach life skills workshops for REACH students both in a group setting and individually. This employee will also work with external facilitators to facilitate classes and maintain a detailed schedule of workshops.		x	\$ 95,242	
Critical	Reach	504150/Jeze Lopez	F/T Administrative Specialist III (A-81)	The REACH program has not only increased in the number of students served, but it has also increased the variety of services offered to students. Therefore, the workload and complexity of services requires administrative support for the program. In addition to standard administrative processes, the REACH program utilizes a high touch case management model that requires the tracking of weekly interventions and communication with students. This position would allow the program to receive additional support in maintaining an accurate and up to date log of student contacts and needs, in order to create a timely service delivery and keep students engaged throughout the semester. Foster Youth typically are harder to engage throughout the semester and instead seek services only reactively once it is often to late. For example, reaching out to get help with tutoring after midterms instead of earlier in the semester.		x	\$ 97,732	

### 2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

**TEAM: Student Services Division**

To Be Completed By Departments								
Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)
Critical	DREAM	513200/ Dario Fernandez	Educational Advisor (A-95)	Due to the unique challenges faced by Dream students, an educational advisor position is necessary to assist students in navigating the completion of requirements to follow an educational plan, to graduate and to transfer.		x	\$ 109,154	
Critical	Rising Scholars	380729/ Victor Rojas	Director (M-09)	Ongoing funding for program director to provide oversight of all program aspects including but not limited to budget, recruitment, hiring, staff supervision and evaluation, reporting, programming, and partnership development.		x	\$ 159,398	

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

POSITION NUMBER	FTE	SCH RANGE	STEP	TTL MTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
1.000	A	79	3	12	Proposed title: Life Skills Specialist		100.00%	59,077	36,388	95,465	<i>Unknown funding</i>

1.000	A	81	3	12	Administrative Specialist III		100.00%	60,264	36,767	97,031	<i>Unknown funding</i>
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## **PROJECT/PROGRAM SPECIALIST**

### **DEFINITION**

Under general supervision, assists in planning, organizing, coordinating, and providing direction and oversight of assigned projects and/or programs; provides routine administrative and operational support for assigned projects and/or programs; plans and coordinates education and outreach efforts; evaluates program effectiveness and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains program records and reports; fosters cooperative working relationships with students, staff, and faculty.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned managerial personnel. May provide technical and functional direction and training to student workers.

### **CLASS CHARACTERISTICS**

This is a project/program specialist classification responsible for assisting in planning, organizing, and coordinating assigned programs, projects, services, and/or activities. Employees at this level are required to be trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Successful performance of the work requires the knowledge of program/project and College activities and extensive student, faculty, and staff contact. This class is distinguished from the Coordinator, Project/Program in that the latter has a higher level of program responsibilities and requires extensive experience in coordinative responsibilities of assigned program.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Assists in planning, coordinating, and implementing assigned program, project, services, activities, events, workshops, and outreach and recruitment activities; establishes schedules and methods for providing program, project, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
2. Provides training, orientation, and guidance to assigned student workers; prepares weekly and daily schedules; reviews and controls quality of work; assists in the recruitment and selection of staff and provides recommendations.
3. Participates in developing goals, objectives, policies, procedures, and work standards for assigned program and/or project to which assigned.
4. Assists in coordinating assigned program and/or project, including identifying stakeholders, conducting needs assessments, gathering data and information, and implementing changes and/or updates; provides on-going support to ensure program and/or project success.
5. Administers evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments.
6. Assists in marketing program, project, services, activities, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials; prepares and revises handouts regarding operation protocol for project or program.
7. Coordinates with other departments and divisions to ensure effective and efficient operations, technology, and services of assigned program and/or project.
8. Researches, compiles, and organizes information and data on topics related to assigned programs and/or projects; prepares and assembles reports and other informational materials.

9. Serves as a liaison and contact person to students, staff, and faculty; provides consultative services and advice on assigned programs and/or projects; provides requested data, answers questions, and refers inquiries to the appropriate resource within or outside the College; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
10. Provides administrative assistance and operational support to assigned programs and/or projects; composes, types, edits, and proofreads a variety of documents, including forms, memos, reports, and correspondence.
11. Maintains and updates various databases and filing and record-keeping systems for assigned programs and/or projects.
12. Prepares requisitions to purchase items, maintains inventory of supplies, equipment, and materials as needed; gathers information for advisement purchases for faculty and staff with regards to proposed equipment purchases/maintenance and program effectiveness.
13. Represents the program at meetings both on and off campus; may be assigned to act as a liaison to outside agencies.
14. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
15. Performs other related or lower classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices, and service delivery needs related to the program area(s) to which assigned.
2. Procedures for planning, implementing, and maintaining assigned program and/or project.
3. Research and reporting methods, techniques, and procedures.
4. Principles and practices of data collection and report preparation.
5. Basic principles and practices of budget administration and accountability.
6. Applicable federal, state, local, and College policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. Record keeping principles and procedures.
9. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **Skills & Abilities to:**

1. Inspect the work of others and maintain established quality control standards.
2. Train others in proper and safe work procedures.
3. Identify and implement effective course of action to complete assigned work.
4. Oversees assigned program and/or project operations, services, and activities.
5. Participate in the development of goals, objectives, policies, procedures, and work standards for assigned program and/or project.
6. Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
7. Make accurate mathematical and statistical computations.
8. Prepare clear and concise reports, correspondence, procedures, and other written materials.
9. Interpret, apply, and explain applicable College policies, rules, and regulations related to areas of responsibility.

10. Establish and maintain a variety of filing, record keeping, and tracking systems.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Equivalent to an Associate's degree from a regionally accredited college and one (1) full time equivalent year of responsible program or project coordination experience.

**Licenses and Certifications:**

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended 3/2020