

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: Registration SpecialistDepartment: English as a Second Language (ESL)Time (FTE): 47.5% Term (months/year): 12Work Schedule (Days, Hours): TBDSalary Schedule (Range): 59Background and Rationale (use back of form if additional space is needed): The ESL department relies on permanent registration staff who are able to enrollstudents in person for our open entry system and execute enrollment policies as well as noncredit
matriculation processes.

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): 11000-410500-211000-493087-2100 100 % Amount \$ 26,192

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:Jody L. Fernando 3/8/2022
Jody Fernando Date

1. Requesting Manager Signature

Madelyn A. Arballo 3/8/2022
Madelyn A. Arballo Date

2. Division Vice President Signature

Boo Boxc 03/09/2022
Boo Boxc Date

3. Chief Compliance/Budget Officer Signature

4. Human Resources Signature Date

Suchakong 3/11/22
Suchakong Date

5. Vice President/ Human Resources

☒ Funding available ☐ Funding not available Position Number: CA9570 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Brenda Ton Ho
Last day of employment: 3/31/2022
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: Unrestricted General Fund

6. Signature of President/CEO

Date

William J. Smoggin

Type text here

March 15,

HR 101 – RTF Form

Revised 11.2.17 LB

MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION

| POSITION NUMBER | FTE | SCH | RANGE | STEP | TTL MTHS | NAME | FUND | ACCOUNT PERCENT | TOTAL SALARY | TOTAL BENEFITS | TOTAL SALARY & BENEFITS | FUNDING/COMMENTS |
|--------------------|-------|-----|-------|--------|-------------|-------------------------|-------|--------------------|-----------------|-------------------|-------------------------------|------------------|
| CA9570 | 0.475 | UA | 59 | Step 3 | 12 | Registration Specialist | 11000 | 100.00% | 23,528 | 2,664 | 26,192 | UGF |

REGISTRATION SPECIALIST

DEFINITION

Under general supervision, performs specialized work in enrolling and registering students; provides information and assistance to students and visitors regarding registration, student records, and admissions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class that performs the full range of registration support services, including student registration, monitoring attendance and maintaining and updating the College's student database system. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other clerical and administrative support classes in that it is responsible for performing specialized work in the enrollment and registration of students and maintaining and updating student records.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs registration support services to support departmental operations, including enrolling and registering students and creating and updating student databases; monitors waiting lists; notifies students of cancelled classes and various other registration updates; answers questions from and provides support services to students and visitors regarding registration, admissions, and student records policies and procedures of the College.
2. Audits and monitors attendance; ensures weekly attendance posting is completed accurately by instructors; runs missing attendance reports and contacts instructors as needed.
3. Assists students with placement tests, including preparing testing materials and sign-in sheets, providing information to counselors to proctor tests, and updating student database systems.
4. Compiles information and data for various reports; checks and ensures accuracy of the data.
5. Maintains and updates departmental record systems and specialized databases; enters and updates information; retrieves information from systems and specialized databases as required.
6. Maintains accurate and detailed spreadsheets, files, and records, verifies accuracy of information, researches discrepancies, and records information.
7. Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
8. Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files.
9. Screens calls, visitors, and incoming mail; assists students and visitors and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints.
10. Composes, types, formats, and proofreads a variety of routine letters, reports, marketing materials, and documents.
11. Participates on committees, task forces, and specialist assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.

March 15, 2022

12. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Student registration rules, processes, and procedures of a community college.
2. Interpret, apply, and explain the registration rules and procedures of the College.
3. Applicable federal, state, local, and College policies, codes, regulations, technical processes, and procedures related to the function to which assigned.
4. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
5. Record keeping principles and procedures.
6. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
7. Techniques for providing a high level of customer service by effectively dealing with the public, students, and College staff, including individuals of various ages, disabilities, various socio-economic, and ethnic groups.

Skills & Abilities to:

1. Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and College policies, procedures, and regulations.
2. Respond to and effectively prioritize multiple phone calls and other requests for service.
3. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
4. Make accurate mathematical and basic statistical computations.
5. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
6. Establish and maintain a variety of filing, record keeping, and tracking systems.
7. Organize own work, set priorities, and meet critical time deadlines.
8. Operate modern office equipment including computer equipment and specialized software applications programs.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Depending on assignment, may be required to speak a designated second language.
11. Understand scope of authority in making independent decisions.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. 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 which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade and two (2) years of general office administrative experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person 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 up to 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 interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.