

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: Financial Aid System AnalystDepartment: Financial Aid, Scholarships and VeteransTime (FTE): FT Term (months/year): 12 MOSWork Schedule (Days, Hours): M-Th 8am - 5pm; F 8am - 4:30pmSalary Schedule (Range): A-124Background and Rationale (use back of form if additional space is needed): Critical position to support automation and processing of financial aid.See attachment

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): 17562-504200-211000-646000-2100 BFAP100 % Amount \$ \$142,372

Account Number(s): _____

% Amount \$ 139,550Funding: (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

2/28/2022 Date

2. Division Vice President Signature

3/14/22 Date

3. Chief Compliance/Budget Officer Signature

03/16/2022 Date

4. Human Resources Signature

Date

5. Vice President, Human Resources

3/24/22 Date☒ Funding available ☐ Funding not available Position Number: CA9521 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: _____

6. Signature of President/CEO

March 29, 2022
Date☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Heather Zhang
Last day of employment: 2/18/2022 ☒
Reason for vacancy: Resignation
(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: BFAP

MEMO

To: Audrey Yamagata-Noji and Thomas Mauch

From: Manuel Cerda

Date: February 28, 2022

Re: Rationale for the Vacant, Financial Aid System Analyst (CA9521) position for the Financial Aid Department.

This memo is a review of the rationale and recruitment for the Financial Aid System Analyst for the Financial Aid Department.

Funding for the Financial Aid System Analyst (CA9521) is paid thru Board Financial Assistance Program funds (BFAP).

- Range: A-124
- Salary Projections (Annual Cost): \$139,550 (Salary and Benefits)

Financial aid has constant changes in program requirements that necessitate high level of program analysis to include documentation, training staff, up-keep of policy and regulations; maintenance of consumer information; ensure regulatory compliance and support with various reporting mandates. FA must annually maintain accuracy and currency of Gainful Employment, Consumer Information, Policy and Procedures manual, staff training, student communication, Net Price Calculator, SSSP Initiative, etc. This position will be responsible for the maintenance of our web page with future of making our web page more dynamic to users – such as dynamic forms and calculators for students to complete their financial aid file and provide usable tools to help students budget and build their financial literacy knowledge more efficiently.

Effective this academic year Pell Grants and Promise Fee Waivers (CCPG) numbers are considered for the supplemental and success metrics in the new student-centered funding formula (SCFF), this position will analyze processes and help implement best approaches to increase the number of Pell and CCPG recipients.

DETAILS

This vacancy was the result of the resignation of Heather Zhang on February 18, 2022. It is requested that this position be filled as we are in need of resources to continue supporting our students and increasing the number financial aid recipients. Increasing the number of financial aid recipients and total amount of financial aid disbursed to students are some of the key components in the Student-Centered Funding Formula (SCFF).

FINANCIAL AID SYSTEMS ANALYST

DEFINITION

Under general supervision, performs a variety of application development and analysis functions of the Financial Aid Department's technology and application systems; creates business processes to meet end user requirements and Federal, State, District, local, and department regulatory mandates, rules, regulations, policies, and procedures; evaluates and personally participates in the functions necessary to implement and sustain the creation, maintenance, and use of financial aid databases and applications; tests and maintains data analysis and reporting programs to enhance and support reporting requirements and data tracking needs; coordinates work and services with central Information Technology Department and other staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Financial Aid. Exercises no direct supervision of staff. May provide technical and functional direction to student workers.

CLASS CHARACTERISTICS

This is a professional-level analyst classification that performs a variety of business process analysis, system application, and reporting activities. Incumbents exercise a high level of discretion and independent judgment in performing the full range of routine and complex assignments. Successful performance of the work requires thorough knowledge of database applications and basic knowledge of the District's information systems infrastructure. This class is distinguished from other information technology classes by the level of specialized technical knowledge of and emphasis on financial aid software and database applications.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Designs business processes for the maintenance, access, and retrieval of financial aid data; prepares detailed flow charts and diagrams outlining system capabilities and processes; defines data rules and relationships and develops methods for quality control of the database system; reviews and evaluates database access and reporting software applications to streamline and enhance the financial aid enterprise system; creates documentation of processes.
2. Troubleshoots, updates, modifies, and analyzes information systems to ensure compliance with regulatory needs and changes.
3. Designs methods and applications to import/export data for analysis; uses various reporting tools and database applications to retrieve information from databases for financial aid staff and other staff as needed; determines required data and presentation formats.
4. Ensures successful storage and retrieval of data across a variety of campus systems; ensures financial aid systems interface with other campus systems.
5. Creates complex custom queries and programs for a variety of financial aid management needs and reporting requirements; creates queries to analyze and identify data integrity issues.
6. Monitors and maintains data integrity of financial aid tables, fields, reports, and related systems; works with central information technology to execute scripts to correct data issues.
7. Provides expert technical assistance and training for financial aid staff on system procedures, system integration, data integrity, and reporting.
8. Plans, designs, and creates new databases for data collection, analysis, and reporting.
9. Consults with information technology staff to create views and data blocks for data reporting and extraction.
10. Coordinates with information technology, finance, and other college staff to facilitate the resolution of

implementing and scheduling new and/or modified business processes and the development of new modified database processes and reporting requirements.

11. Acts as the first-line contact person, representing Financial Aid to internal and external staff who need assistance with any enterprise application systems module that integrates with Financial Aid, Scholarships, and Veterans.
12. In collaboration with Information Technology department, tests and debugs applications to ensure accuracy of data and write related application documentation, including system upgrade testing and end-user documentation.
13. Communicates with personnel and various outside agencies as needed to exchange information and resolve issues or concerns.
14. Participates with end users and information technology in testing and implementing new computer programs as appropriate, including developing and maintaining related documentation.
15. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Data systems concepts and structures, reporting relationships, data analysis methods, design, practices, and procedures.
2. Principles and practices of programming and application generation tools.
3. Various software packages including word processing, spreadsheet, data and database management, reporting tools, and desktop publishing applications and programs.
4. Basic data management, data extraction, and relational database systems theory, principles, techniques, and practices.
5. Research and reporting methods, techniques, and procedures.
6. Principles and practices of data collection and report preparation.
7. Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
8. Modern office practices, methods, and computer equipment and applications.
9. Record keeping principles and procedures.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. 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, various socio-economic and ethnic groups.

Skills & Abilities to:

1. Use computer-related programs and software applications related to the area of assignment.
2. Analyze situations and identify and troubleshoot pertinent technical problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
3. Develop and implement systems application-related projects with sufficient speed and accuracy.
4. Review, analyze, customize, and implement software packages and database applications related to departmental projects.
5. Develop queries and perform complex analysis of data.
6. Interpret, apply, and explain technical materials to non-technical users; elicit user needs and develop and implement appropriate solutions.
7. Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
8. Make accurate mathematical and basic statistical computations.

9. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
10. Operate modern office equipment including computer equipment and applications programs.
11. Use English effectively to communicate in person, over the telephone, and in writing.
12. Understand scope of authority in making independent decisions.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
14. 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 graduation from a regionally accredited four-year college or university with major coursework in computer science, computer information systems, or a related field and two (2) years of professional experience in designing, programming, supporting, and implementing enterprise applications for financial aid, admissions, finance, and/or student services.

A Master's degree in computer science or directly related field will qualify incumbents for an increased pay grade.

Preferred:

Experience in student financial aid administration in higher education.

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 staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.