

President's Cabinet

March 15, 2022

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: Associate Vice President, Administrative Services

Department: Administrative Services

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

Work Schedule (Days, Hours): Monday - Friday, 8 hrs/day

Salary Schedule (Range): M-23

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

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.** 11000-600000-215000-660000-2100

Account Number(s): 11000-600000-15000-660000 100 % Amount \$ 266,594
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	<u>03.11.2022</u>	4. Human Resources Signature	<u>4/14/22</u>
2. Division Vice President Signature	<u>03.11.2022</u>	5. Vice President, Human Resources	<u>4/14/22</u>
3. Chief Compliance/Budget Officer Signature	<u>04/05/22</u>		

☒ Funding available ☐ Funding not available Position Number: MC9894 Contract Number: 211103

Comments: New position to be funded from NRA Phase 14. The position will not be filled until July 1, 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. Smaggin April 19, 2022
6. Signature of President/CEO Date

**MT SAN ANTONIO COLLEGE
FY 2022-23 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TTL MTHS	NAME	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
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FY 2022-23 SALARY PROJECTION (7/1/2022-6/30/2023 - 12 months)

M	23	3	12	New Position-AVP, Administrative Services	11000	600000	215000	660000				266,594	New Position - Proposed Funding UGF Ongoing New Resources Allocation
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APPROVED

July 6, 2022

William J. Straggen

President's Cabinet

2022-23 NEW RESOURCE ALLOCATION REQUESTS - PHASE 14

(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: Administrative Services

Priority Number	Division	Department- Org/Department's Contact Staff	To Be Completed By Departments					Required if Budget Approved By President's Cabinet						To Be Completed When President's Cabinet Makes Final Decision			
			Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Fund	Org	Acct	Prog	Actv	Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments
	Administrative Services	Morris Rodrigue	Associate Vice President, Administrative Services	PC approved position start date - July 1, 2022		266,594	266,594										
	Technical Services	Kevin Owen	Systems Analyst - Tech Services	PC approved NEW position start date - July 1, 2022		142,369	142,369										
	Facilities M&O	Ken Bohan	Manager, Plant Engineering and Energy Services	PC approved position start date - July 1, 2022. Position reclass from M10 to M14		33,724	33,724										
										Total							
										\$ -			\$ 442,687				\$ -

ASSOCIATE VICE PRESIDENT, ADMINISTRATIVE SERVICES

DEFINITION

Under administrative direction plans, organizes, and provides administrative direction and oversight of assigned operations and support functions of the Office of Administrative Services. Coordinates assigned programs and services with other College divisions, departments, officials, outside agencies, and the public. Fosters cooperative working relationships among College departments and with various public and private groups. Provides highly responsible and complex professional assistance to the Vice President of Administrative Services in areas of expertise and performs related work as required. Directly represent the Vice President when assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President, Administrative Services. Exercises direct and general supervision over management, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The Associate Vice President classification oversees and participates in activities, including planning and development, and administration of policies, procedures, and services of the Office of Administrative Services. This position provides direct assistance and support to the Vice President, Administrative Services in a variety of administrative, management, analytical, and liaison capacities. The incumbent is accountable for activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines. Successful performance of the work requires knowledge of public policy and College functions and activities, including the role of an elected Board of Trustees and the ability to develop, oversee, and implement projects and programs in a variety of areas.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Plan, organize, and direct Administrative support functions to assist the Vice President of Administrative Services in planning, development, and implementation of college processes.
2. Provides leadership in department-wide planning and program development in accordance with mission, goals, and objectives of the College and department.
3. Provides administrative leadership and oversight for assigned areas in Administrative Services; promotes effectiveness, efficiency, cooperation, coordination, and communication among departments and all constituencies within the Administrative Services Division.
4. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within College policy, appropriate budget, service, and staffing levels.
5. Manages and participates in the development and administration of the department's annual budgets and related grants; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

6. Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies, procedures, and internal controls to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
7. Oversees and participates in conducting a variety of analytical and operational studies regarding assigned departmental and programmatic activities; prepares timely comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
8. Participates on committees, task forces, and special assignments. Prepares and delivers oral presentations related to assigned areas if needed.
9. Represents the department to other College departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
10. Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; and provides coaching for performance improvement and development.
11. Monitors changes in laws, regulations, and technology that may affect College or departmental operations; implements policy and procedural changes as required.
12. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services.
13. Participates in and makes presentations to the Board of Trustees and a wide variety of committees, boards, and commissions; performs financial review of matters pertaining to the various committees.
14. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
15. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of management and supervision.
3. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of public agency administration.
4. Public agency budget development, College-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
5. Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

6. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
7. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
8. Collective bargaining in higher education and creating an environment of trust and respect among managers and staff.
9. Human relations concepts, skills, and change management concepts to improve employee performance through communication, team building, and conflict resolution.

Skills and Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of staff.
2. Articulate and communicate the college's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment.
3. Create and execute resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment.
4. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
5. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
6. Must be able to keep a professional balance of mandated requirements and employee needs in a complex and demanding environment that is deadline and compliance oriented along with complying with various collective bargaining contracts.
7. Must be able to develop a system of communication internally and externally to keep employees apprised of changes and a forum for collaboration.
8. Interpret, apply, explain, and ensure compliance with applicable federal, State, and local policies, procedures, laws, and regulations.
9. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
10. Conduct effective negotiations and effectively represent the College and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
11. 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.
12. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Communicate effectively through various modalities.
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:

Master's degree from a regionally accredited four-year college or university, with major coursework preferably in business administration, public administration, finance, economics or related field and three (3) full time years of increasingly responsible management experience.

Desirable Qualifications:

1. Management experience in an educational environment.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution;
OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification, although movement between work areas may be required. Positions in this classification occasionally may need to physically 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 and/or public and private representatives in interpreting and enforcing departmental policies and procedures.