

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: Web Support Specialist changing toSenior Systems Analyst/ProgrammerDepartment: Information TechnologyTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday 7:30 am - 4:30 pmSalary Schedule (Range): A-126 ~~A-114~~Background and Rationale (use back of form if additional space is needed): See Attached MemoPlease list any changes in the budgeted position as described above (i.e., title, time, term, etc.). Request to change this position to Senior Systems Analyst/Programmer at an A-126.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.**11000-661000-211000-678000-2100Account Number(s): 11000-661000-211000-678000-2100 100 % Amount \$ \$144,881

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 Eric Turner 3/8/2022  
Date2. Division Vice President Signature [Signature] 03.09.2022  
Date3. Chief Compliance/Budget Officer Signature [Signature] 04/05/22  
Date

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

5. Vice President, Human Resources [Signature] 4/14/22  
Date☒ Funding available ☐ Funding not available Position Number: CA9910 Contract Number: 213148Comments: Funding from NRA13 (additional cost)**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 William J. Smoggin April 19, 2022  
Date☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Mark Fernandez  
Last day of employment: December 31, 2021 ☒  
Reason for vacancy: Retirement  
(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: \_\_\_\_\_

MT SAN ANTONIO COLLEGE

FY 2021-22 SALARY PROJECTION

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	Funding Source
<b>2021-22 Budget for Position to be Reclass:</b>																
CA9910	1.000	UA	114	3	12	Web Support Specialist	11000	661000	211000	678000	2100	100.00%	85,622	44,913	130,535	<b>UGF</b>
<b>2021-22 Cost of Reclassified Position:</b>																
CA9910	1.000	UA	126	3	12	<b>Sr Systems Analyst/Programmer</b>	661000	211000	678000	2100	100.00%	100.00%	96,481	48,400	144,881	
<b>Additional Cost to convert from Web Support Specialist A-114 to Sr Systems Analyst/Programmer A-126</b>																
													10,859	3,487	14,346	<b>Unknown Funding</b>

**APPROVED**

March 15, 2022

President's Cabinet

*William J. Surgenor*

**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: Administrative Services

			To Be Completed By Departments			Required If Budget Approved By President's Cabinet						To Be Completed When President's Cabinet Makes Final Decision				
Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Account Number				Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments
									Fund	Org	Acct	Prog				
	Information Technology	Morris Rodrigue	Change Web Support Specialist position CA9910 to Senior Systems Analyst/Programmer	Position is currently vacant. Due to the complexity and higher level technical skills required to maintain and enhance the College's website, the position should be changed to a Senior Systems Analyst/Programmer.		14,346	14,346									
						\$ -	\$ 14,346	\$ 14,346	\$ 14,346	Total				\$ -		



## MEMORANDUM

**To:** Anthony Moore, Chief Technology Officer  
**From:** Eric Turner, Assistant Director, Web & Portal Services  
**Date:** March 7, 2022  
**Re:** Request to Fill – Senior Systems Analyst/Programmer

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The Web Support Specialist position CA9910 is currently vacant. This position generally focuses on text web updates and some elements of design.

Over the last several years, web programming requests have grown in complexity and number. Many departments request external data sources and multifaceted programming elements to enhance their websites. Once sites are created, they need to be maintained with regular programming updates.

Some examples of these sites are the Guided Pathways site and Career Education site. Although the Guided Pathways grant included a part-time designer position, they also need advanced web programming to make the site more appealing and easier to navigate for students and families without prior experience with higher education institutions.

IT strives to meet campus technology needs promptly. Updating the Web Support Specialist position to a Senior Systems Analyst/Programmer will allow the Web and Portal Team to fulfill these project requests and create a more dynamic and user-friendly web environment.

The job duties from the Web Support Specialist position will continue to be done by assigning them to existing Web and Portal Team staff. The upgraded Senior Systems Analyst/Programmer will have the technical skills to do a percentage of the support tasks and the majority of more complex programming projects.

## **SENIOR SYSTEMS ANALYST/PROGRAMMER**

### **DEFINITION**

Under general direction, performs complex analysis, design, coding, testing, and documentation of computer applications for administrative and student systems related to application upgrades, new programming projects, and application enhancements; provides technical support of administrative and student systems applications.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned managerial personnel. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is an advanced journey-level professional classification responsible for defining, developing, and implementing new software systems and major enhancements to highly complex existing software systems. This classification exercises considerable independent judgment and initiative and collaborates with users and other technical staff through the lifecycle of assigned development projects. This class is distinguished from the Programmer/Analyst by the advanced technical work and the provision of technical instruction to lower-level staff. This class is further distinguished from the assigned managerial personnel by the latter's full management responsibility in planning, organizing, and overseeing all programming and development functions and activities.

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

1. Provides technical support, analysis, and programming to ensure complete and appropriate use of the District's administrative and student systems.
2. Reviews user needs and requests and develops proposed solutions for system enhancements; participates in the development of and ensures adherence to project schedules.
3. Confers with clients to develop program specifications for requirements not met by current systems; obtains information related to needs, objectives, functions, features, and input/output requirements; defines and documents requirements for data, workflow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls, and outputs.
4. Designs, develops, and implements application enhancements while ensuring adherence to standards and procedures for system development, database access, web-based development, change control, and reporting.
5. Assists in developing software and systems to optimize performance of relational database systems, application access, and enhance and support of web applications accessing relational databases.
6. Designs, develops, tests, refines, and implements software that supplements or integrates with system applications; customizes and maintains system objects as required.
7. Writes or modifies documentation describing program development, logic, coding, testing, changes and corrections, and installation and operating procedures.
8. Provides technical assistance by responding to inquiries regarding errors, problems, or questions about programs.
9. Trains users or technical support staff to use programs.
10. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Performs other related duties as assigned.

### **QUALIFICATIONS**

**Knowledge of:**

1. State-of-the-art information systems as applied to large, complex administrative or educational organizational environments.
2. Principles and techniques of computer systems and software architectures.
3. OS-based platforms, including UNIX and AIX.
4. Programming languages, including but not limited to Pro\*C, JavaScript, Oracle Forms, Shell Scripting, and PL/SQL.
5. Data warehousing, data modeling, ETL techniques, and Oracle Warehouse Builder.
6. Computer languages used for business and campus applications.
7. Procedures of analysis and design, system development, and computer programming.
8. Use, capability, characteristics, and limitations of computer systems and databases.
9. Principles and procedures of record keeping.
10. Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. 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, various socio-economic and ethnic groups.

**Skills & Abilities to:**

1. Analyze informational requirements and needs, identify problems, provide technical advice and consultation and ensure efficient computer system utilization.
2. Analyze data and develop logical solutions to problems.
3. Perform programming in Pro\*C, JavaScript, PL/SQL, and a variety of other languages.
4. 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.
5. Use English effectively to communicate in person, over the telephone, and in writing.
6. Understand scope of authority in making independent decisions.
7. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
8. 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 that 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, management information systems, or a related field, and four (4) years of experience in a large production environment, including two (2) years of experience in AIX and/or Linux/UNIX operating environment, or similar environment.

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

Master's degree in business administration will qualify incumbents for an increased pay grade.

### **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 ~~and~~ to visit various District 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or the public in interpreting and enforcing departmental policies and procedures.