

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: Special Project Manager, Construction Projects

Department: Facilities - Design and Construction

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

Work Schedule (Days, Hours): Monday - Friday, 8:00am - 5:00pm

Salary Schedule (Range): M-09 (\$8,533-\$9,676)

Background and Rationale (use back of form if additional space is needed): A replacement of the Special Project Manager position is needed to support the special projects team in Facilities Planning and Management. This is a current vacancy within the department following the retirement of Ruben Avila.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). None

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): 49002 - 771000-215000-710000 -2100 Bond Projects 100 % Amount \$ 153,791

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: See attached Salary Projection. Annual renewal of position with Measure GO Bond Funded Positions.

Signatures:

1. Requesting Manager Signature

Date

04.25.2022

2. Division Vice President Signature

Date

05/03/22

3. Chief Compliance/Budget Officer Signature

Date

4. Human Resources Signature

Date

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not available Position Number: MT9985 Contract Number:

Comments: Current incumbent will retire in Nov. 2022; funding available as of Dec. 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:

6. Signature of President/CEO

May 10, 2022
Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): R. Avila
Last day of employment: 02-2022 10/31/22
Reason for vacancy: Retirement
(Attach Existing Job Description)

☐ Newly Funded Position Fiscal Year 22-23

☐ 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: Measure GO Bond Funds

**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
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MT9985	1.000	MN	9	1	12	Special Project Manager, Construction Projects	49001	100.00%	103,396	50,395	153,791	<i>Funding from Bond Project. Position will become vacant in November 2022.</i>
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Chapter 7 - Human Resources

AP 7135 Temporary Special Projects Administrators

Reference:

Education Code Section 72411

Salary Compensation

Temporary Special Projects Administrators hired under the provisions of Education Code Section 72411 will be compensated in accordance with the Temporary Special Projects Administrator Daily Rate Schedule. Total salary compensation for the term of employment will be calculated as the sum of the assigned duty days and designated management holidays within the contract period multiplied by the daily rate. The daily rate will be prorated for assignments less than one hundred (100) percent. The maximum number of compensable days during any fiscal year shall not exceed two hundred sixty (260).

Term of Assignment

The length of service for a Temporary Special Project Administrator shall be a maximum of five (5) years, with a yearly evaluation and renewal of assignment.

Holidays

Temporary Special Projects Administrators shall be entitled to the scheduled management and floating holidays that fall within the contract period.

Sick Leave

One day of sick leave will be earned for each full month of service. The amount of earned sick leave will be prorated for assignments less than one hundred (100) percent. Sick leave may be taken prior to being earned, up to the maximum number of days earnable for the contract period. If sick leave is taken in advance and the sick leave taken exceeds the sick leave earned at the time of termination, the salary and stipend pay for the excess days will be deducted from the final paycheck. Unused sick leave days earned during any contract of employment will expire upon termination of employment for that contract period and will not be compensated or applied to any subsequent contract of employment.

Vacation

Two days of vacation will be earned for each full month of service. The amount of earned vacation will be prorated for assignments less than one hundred (100) percent. Vacation must be earned before it can be used. Unused vacation days earned during any contract of employment will be compensated at the daily salary rate, provided that the College, prior to termination, may require the Temporary Special Projects Administrator to use any or all remaining vacation days in lieu of payoff.

Daily Rate Schedule

Special Project Coordinator	Range 1	(M-05)
Special Project Manager	Range 2	(M-09)
Special Project Director	Range 3	(M-13)

Classification Title: Special Projects Coordinator (Project Designation)

Salary Level: Range 1 (Special Projects Administrator Daily Rate Schedule)

Basic Function

Under general direction, assist supervising manager by performing varied administrative duties involving a high degree of responsibility.

Representative Duties

- Assist and advise supervising administrator; relieve supervising administrator of special project administrative detail.
- Assist in the implementation of project activities; monitor project activities for conformance with policies and objectives; develop criteria for evaluating the effectiveness of project activities.
- Assist in the monitoring of project budget(s); develop procedures for maintenance of project records and logs.
- Assist in the preparation of fiscal and other reports, as directed; prepare articles for publication.
- Review the work of office staff, as directed.
- Represent the supervising administrator at conferences and meetings related to project activities; address interested groups.
- Assist the supervising administrator in coordinating project activities with campus/ District staff, community agencies, service providers, and businesses.
- Perform related duties, as assigned.

Qualifications

- Knowledge of: organization, personnel, and fiscal management; office management and procedures.
- Ability to: analyze and solve problems of organization and management; work both independently and in a team environment; identify the need for and develop proposed changes to operating practices and policies related to special project activities; supervise the staff of an administrative office; speak and write effectively; utilize Microsoft Word and Excel software.
- Education and Experience: equivalent to an associate's degree from an accredited experienced institution, preferably with an emphasis in business or related area; extensive responsible office supervisory and technical administrative experience involving analytical and discretionary assignments. Bachelor's degree preferred.

Classification Title: Special Projects Manager (Project Designation)

Salary Level: Range 2 (Special Projects Administrator Daily Rate Schedule)

Basic Function

Under direction of the responsible campus administrator, perform comprehensive administrative direction of designated special project(s).

Representative Duties

- Establish a comprehensive plan for achieving project objectives and provide overall direction of project activities including assessment, marketing, development, implementation, and evaluation.
- Manage project budget(s) and maintain appropriate records and logs; prepare fiscal reports required by funding agencies and the District accounting office; prepare other reports, as directed.
- Manage office staff and functions.
- Serve as liaison in coordinating project activities with campus/District staff, community agencies, service providers, and businesses.
- Attend and participate in conferences and meetings related to project activities; address interested groups.
- Seek new grants; write grant proposals.
- Perform related duties, as assigned.

Qualifications

- Knowledge of: project policies, procedures and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.
- Ability to: assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment; utilize word processing and spreadsheet software; coordinate and conduct meetings; speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.
- Education and Experience: Bachelor's degree in an area related to the project(s) and at least two (2) years of experience in administering the specified project(s) or similar project(s).

Classification Title: Special Projects Director (Project Designation)

Salary Level: Range 3 (Special Projects Administrator Daily Rate Schedule)

Basic Function

Under direction of the responsible campus-level administrator, perform comprehensive District, regional, and/or statewide administrative direction of designated special project(s).

Representative Duties

- Plan, develop, direct, and manage District, regional and/or statewide special project(s). Assume leadership for attainment of project goals and objectives.
- Coordinate the efforts of departments, colleges, and/or districts involved in the project(s) and provide technical assistance with program development and implementation.
- Serve as a resource in maintaining communication with campus, regional, and statewide project administrators and staff to exchange information, coordinate programs, and resolve issues and conflicts.
- Maintain current knowledge of methods and technologies pertinent to the project(s); conduct and review research studies and surveys regarding project constituents, clients, and trends.
- Direct the preparation and maintenance of detailed and comprehensive reports, records, and files regarding project budgets, personnel, facilities, student attendance, and activities.
- Direct, supervise, and evaluate the performance of assigned project managers, coordinators, and staff.

- Plan and conduct initial screening and interviewing of prospective project employees in accordance with District policies and procedures, and make recommendations for employment.
- Participate in the orientation, training, assignment, and evaluation of project personnel.

Qualifications

Knowledge of: project policies, procedures, and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.

Ability to: assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment; utilize word processing and spreadsheet software; coordinate and conduct meetings; speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.

Education and Experience: Graduate degree in a related area AND at least five (5) years of administrative experience in a related educational setting, or the equivalent. Equivalent qualifications must include, at minimum, Bachelor's degree in a related area and other education, training, and/or professional experience that would be equal to the graduate degree and administrative experience requirements.

Approved: September 11, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016

Revised: March 13, 2019