

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: Construction Project SpecialistDepartment: Facilities Planning & ManagementTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): Monday-Friday, 8:00 a.m. - 5:00 p.m.Salary Schedule (Range): A-81Background 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.). n.a.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):	<u>211000</u>	
Account Number(s):	<u>49001-771000-282000-710000</u>	<u>-2100</u>
		<u>100 % Amount \$ 97,732</u>
		<u>% Amount \$</u>

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. <u>Gary L. Nellesen</u> Requesting Manager Signature	<u>6/2/2021</u> Date	4. <u>Suchakong</u> Human Resources Signature	<u>7/7/2021</u> Date
2. <u>[Signature]</u> Division Vice President Signature	<u>06.02.2021</u> Date	5. <u>[Signature]</u> Vice President, Human Resources	<u>7/15/21</u> Date
3. <u>[Signature]</u> Chief Compliance/Budget Officer Signature	<u>06/30/21</u> Date		

☒ Funding available ☐ Funding not available Position Number: CA9256 Contract Number: 213258**Comments:** Per Facilities Restructure as approve by President's Cabinet on June 15, 2021.**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. William J. Smoggin
Signature of President/CEO Date: July 20, 2021

Request to Fill Process:

A. Before completing the form:

- a. The requesting manager consults with their Vice President as well as departmental budget staff and with Fiscal Services, as necessary, to identify the appropriate funding source for the position.
- b. The requesting manager consults with Human Resources, as necessary, to determine the appropriate position/job description. Human Resources (HR) works with the requesting manager, as necessary, to develop the positions description. HR will advise the requesting manager of any collective bargaining related obligations or other required processes.
- c. The requesting manager obtains final verbal approval from their department Vice President or designee.

B. Completing the form:

1. **Requesting Manager (RM)** establishes that there is a continuing need for the position, that it is funded, and that it is appropriately classified. The RM then completes the top portion of the Request to Fill and submits to their Division Vice President.
2. **Division VP** reviews the request and verifies that the position meets the hiring needs. The VP then approves/denies the Request to Fill; may consult with HR. Forwards the approved Request to Fill to Fiscal Services.
3. **Fiscal Services (Budget & Accounting Technician and AVP)** reviews account information, ensures Position Number, and determines budget availability, whether currently available or future availability. The AVP, Fiscal Services signs the Request to Fill when accounting and budget information is determined. It is then forwarded to the VP of HR. If information is incomplete, the Request to Fill is returned to the Division VP for consultation.
4. **Human Resources** verifies the information and resolves discrepancies, if necessary and forward to the Vice President of Human Resources.
5. **VP of HR** reviews the request and takes the Request to Fill to President's Cabinet (PC) for approval.
6. **College President/CEO** evaluates the request to fill to ensure it meets the needs of the college and its institutional goals and determines whether the Request to Fill, is approved to fill, denied, modified, or on hold until further notice. Returns the Request to Fill, to the VP of HR. VP of Human Resources notifies Fiscal services the decision made at President's Cabinet.
7. **HR Recruiter** is assigned the approved Request to Fill, contacts the hiring manager and begins the recruitment process. If not approved in PC, the HR Director informs the Hiring Manager/Division VP of PC's decision.

Request to Fill Definitions:

Continued Funded Position: This box is checked if the Request to Fill is for an already funded position. This position may or may not be replacing a previous employee. If it is, the employee's name and last date of employment are indicated accordingly.

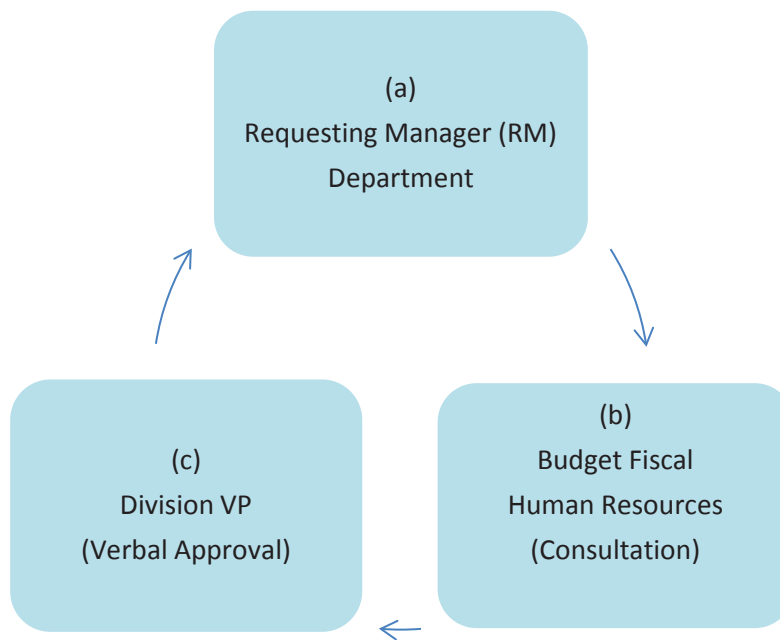
Newly Funded Position: This box is checked if the Request to Fill is for a newly funded position in this year's budget or has been approved for funding in the next fiscal year.

No Existing Job Description: This box is checked if no current job description meets the needs of the desired position. Please note, if a Classified position, the proposed job description must be reviewed and approved by CSEA prior to the position being recruited.

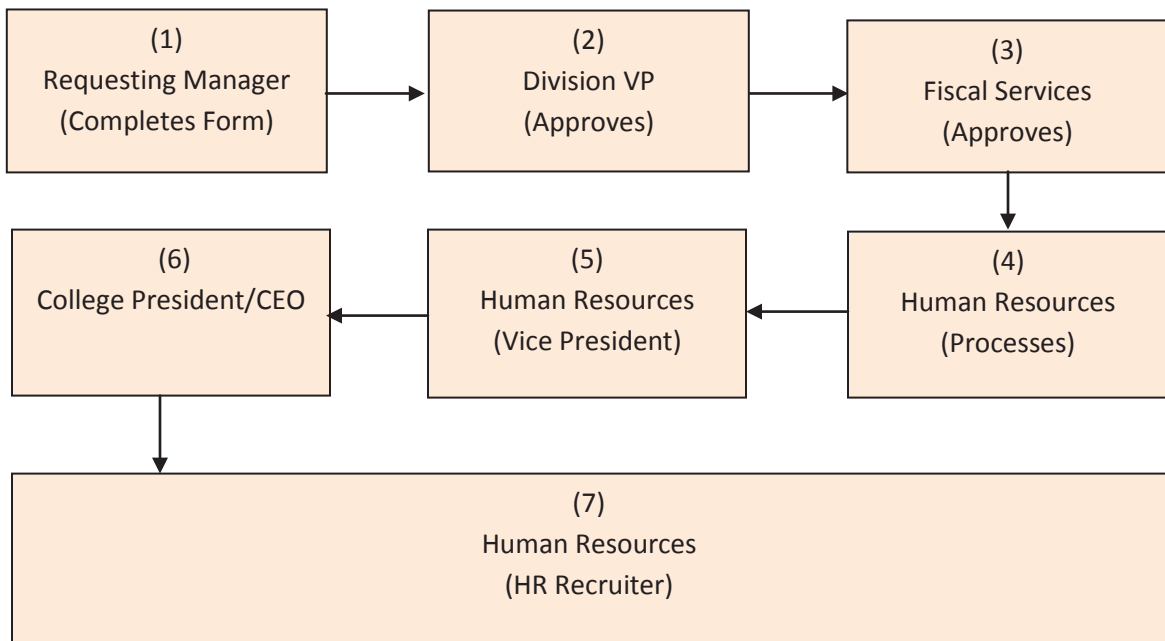
Temporary Project Administrator: This term refers to a temporary management employee appointed in accordance with AP 7135. These positions are hired on an annual basis, up to a maximum of five (5) years.

Work Flowchart for Request To Fill (RTF) Process Overview

A. Prior to Completing RTF Form



B. Routing the RTF Form



CONSTRUCTION PROJECTS SPECIALIST

DEFINITION

Under general supervision performs technical and administrative support activities for the District's Facilities Planning and Management Department; provides highly responsible administrative support to the District's construction and facilities maintenance projects; serves as the "point of contact" between departmental personnel, external contractors, and professionals.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Manager, Facilities Support Services. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level administrative classification performing specialized administrative assistance involved in the District's facilities, construction, and maintenance projects. Incumbents in this classification maintain the records for multiple construction projects. This class is distinguished from the Construction Projects Manager in that the latter is responsible for more complex and higher-level technical work related to the District's construction projects and exercises a higher level of discretion and independent decision-making.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, organizes, and carries out administrative and office support assignments related to the District's Facilities Planning and Management Department projects as related to project construction files and contracts.
2. Develops and maintains computerized and manual records management systems for the District's official documents as related to construction projects; maintains accurate and detailed records, verifies accuracy and completeness of project files, and researches and resolves discrepancies and omissions.
3. Maintains District contracts and insurance and licensing for outside contractors and vendors; ensures compliance with District policies and procedures.
4. Enters project schedules and budgets to master tracking system; tracks, monitors, and reports project expenditures; assists with construction project progress payments; works with project team to ensure accurate and timely payments; reconciles estimated versus actual construction costs and follows up on discrepancies; reviews Request for Information (RFI), submittals, and payment applications to ensure compliance with contract specifications.
5. Schedules, coordinates, and attends planning, design, and construction progress meetings; acts as meeting secretary including preparing informational packets for meeting participants, setting up for meetings, and recording, transcribing, maintaining, and disseminating the minutes/meeting notes to participants.
6. Obtains competitive bids and cost proposals for project materials and services from contractors, materials suppliers, and specialty vendors; monitors and reports on status of orders; coordinates with Accounts Payable personnel to ensure that requisitions for services and supplies are paid in a timely manner.
7. Prepares Board Agenda items, such as consultant approvals and bid project change orders.
8. Collects, maintains, and submits project documentation to the States Architects office to ensure timely close out of project files.
9. Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area;

checks and tabulates standard mathematical and statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.

10. Composes, types, edits, and proofreads a variety of documents, including forms, memos, administrative, statistical, financial, and reports, and correspondence for department staff; inputs and retrieves data; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
11. 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.
12. Coordinates and integrates department services and activities with other District departments and outside agencies.
13. Operates a variety of standard office equipment.
14. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Proper terminology, materials, and equipment used in the construction trades within areas of responsibility.
2. Facilities planning processes and procedures.
3. Division of the State Architect project documentation requirements.
4. Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned, including Public Contract Code as it relates to the Procurement of Construction Services and project bidding process.
5. Business arithmetic and basic financial and statistical techniques.
6. Record-keeping principles and procedures.
7. Modern office administrative support practices and procedures, including the use of standard office and computer equipment.
8. Computer applications related to the work, including word processing, database, and spreadsheet applications.
9. English usage, grammar, spelling, vocabulary, and punctuation.
10. 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, socio-economic and ethnic groups.

Skills & Abilities to:

1. Perform responsible administrative support work with accuracy, speed, and general supervision.
2. Provide varied and responsible office administrative work requiring the use of tact and discretion.
3. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
4. Interpret and apply administrative and departmental policies and procedures.
5. Respond to and effectively prioritize multiple phone calls and other requests for service.
6. Interpret, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
7. Compose correspondence and reports independently or from brief instructions.
8. Make accurate arithmetic, financial, and statistical computations.
9. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
10. Establish and maintain a variety of filing, record-keeping, and tracking systems.

11. Organize own work, set priorities, and meet critical time deadlines.
12. Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. 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 the twelfth (12th) grade and three (3) years of responsible administrative support experience, which includes at least two (2) years in construction, architecture and/or facilities management.

Licenses and Certifications:

- The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of 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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle and to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas 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 weighing 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 public and private representatives in interpreting and enforcing departmental policies and procedures.