

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: Administrative Specialist IIIDepartment: Student Success and Equity - REACH ProgramTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): Mon-Thurs: 8:00am-5:00pm; Fri: 8:00am - 4:30pmSalary Schedule (Range): 81Background and Rationale (use back of form if additional space is needed): Newly Funded Position

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): 11000 44948-504150-211000-649000-210 0 100 % Amount \$ 97,035

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. [Signature] 8/30/20212. [Signature] 9.24.213. [Signature] 10/01/20214. [Signature] 10/7/215. [Signature] 10/01/20216. [Signature] 10/01/2021☒ Funding available ☐ Funding not available Position Number: CA9240 Contract Number: _____Comments: The position was approved from NRA Phase 13.**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] October 12, 2021

6. Signature of President/CEO Date

☐ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)☒ Newly Funded Position Fiscal Year 2021-2022☐ 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: NRA Phase 13
Approved 8.12.21

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: Student Services Division

To Be Completed By Departments								
Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)
Critical	Counseling	510000/ Francisco Dorame	Project Coordinator (A95)	Request is for ONE project/program coordinator (A-95) for EAB Navigate assigned to Counseling. To create two new positions to work between the Business Analyst, Student Services, and Instruction. The two positions will serve as "boots on the ground" for the EAB Navigate system working with Departments and Programs to ensure usage and services are being utilized effectively and efficiently. Both positions will serve as trainers, support staff, and "air traffic controllers" assisting the Business Analyst identify problems, solutions, and messaging.		x	\$ 109,737	
Critical	Reach	504150/Jeze Lopez	F/T Life Skills Specialist (A-79)	Request for a new position of Life Skills Specialist. Foster Youth students require a higher level of interventions when compared to Non-Foster Youth students due to their lack of family support and basic life skills knowledge. A Life Skills Specialist will develop life skills curriculum, coordinate, and teach life skills workshops for REACH students both in a group setting and individually. This employee will also work with external facilitators to facilitate classes and maintain a detailed schedule of workshops.		x	\$ 95,242	
Critical	Reach	504150/Jeze Lopez	F/T Administrative Specialist III (A-81)	The REACH program has not only increased in the number of students served, but it has also increased the variety of services offered to students. Therefore, the workload and complexity of services requires administrative support for the program. In addition to standard administrative processes, the REACH program utilizes a high touch case management model that requires the tracking of weekly interventions and communication with students. This position would allow the program to receive additional support in maintaining an accurate and up to date log of student contacts and needs, in order to create a timely service delivery and keep students engaged throughout the semester. Foster Youth typically are harder to engage throughout the semester and instead seek services only reactively once it is often to late. For example, reaching out to get help with tutoring after midterms instead of earlier in the semester.		x	\$ 97,732	

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Critical	DREAM	513200/ Dario Fernandez	Educational Advisor (A-95)	Due to the unique challenges faced by Dream students, an educational advisor position is necessary to assist students in navigating the completion of requirements to follow an educational plan, to graduate and to transfer.		x	\$ 109,154	
Critical	Rising Scholars	380729/ Victor Rojas	Director (M-09)	Ongoing funding for program director to provide oversight of all program aspects including but not limited to budget, recruitment, hiring, staff supervision and evaluation, reporting, programming, and partnership development.		x	\$ 159,398	

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TTL MTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
	1.000	A 79	3	12	Proposed title: Life Skills Specialist		100.00%	59,077	36,388	95,465	<i>Unknown funding</i>
	1.000	A 81	3	12	Administrative Specialist III		100.00%	60,264	36,767	97,031	<i>Unknown funding</i>

ADMINISTRATIVE SPECIALIST III

OVERVIEW

REACH is an educational program that assists current and former foster youth in their transition into college, their experience at Mt. SAC, and their graduation or transfer to a university. The REACH program provides a wraparound service approach that seeks to support current and former foster youth students in both their academic and personal development through counseling, peer mentoring, workshops, and life skills classes among other services.

DEFINITION

Under general supervision, performs a variety of intermediate administrative support duties that requires a significant level of knowledge of the assigned department, its services, policies, procedures, and operational details.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from managerial personnel. Exercises technical and functional direction over and provides training to student or hourly workers, and to less experienced administrative support staff, as assigned.

CLASS CHARACTERISTICS

The Administrative Specialist III classification is the third level in the Administrative Specialist series which is comprised of four (4) levels. Positions in the series are distinguished by reporting and working relationships, level of independence, supervision received and exercised, decision making, judgment, and minimum qualifications for employment consideration.

The Administrative Specialist III level typically performs a wide variety of journey level administrative tasks to relieve department head of routine matters. Incumbents at this level are capable of performing intermediate administrative support duties, including assisting with budgets, providing department office coordination, and assisting in department-related projects and programs. Incumbents at this level are required to be fully trained in all procedures related to the assigned department of responsibility, working with an intermediate degree of independent judgment, tact, and initiative. This class is distinguished from the Administrative Specialist IV in that the latter acts in a higher-level capacity providing an advanced level of professional assistance to a division head.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs journey level duties of a supportive and sensitive nature; represents the department at meetings as assigned; coordinates multiple calendars, schedules meetings, makes travel arrangements, and handles sensitive materials; acts as a liaison between the department head and other staff or the public, assists resolving issues, problems, and complaints as appropriate.
2. Assists with the preparation of the department budget, including gathering and analyzing data related to expenditures and projected charges; monitors budget expenditures and revenues; initiates department purchases for office supplies and other items as assigned; authorizes payment of invoices; processes department requisitions and appropriation transfers; assists in the development of contracts; develops special statistical reports regarding budgetary information.

3. Assists with program or department budget tracking and reconciliation systems; resolves discrepancies; processes department requisitions and appropriation transfers; follows up with vendors; prints and reviews invoices for accuracy.
4. Performs other financial and accounting related duties, including reconciling purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase and expenditure requests, and purchase orders.
5. Schedules and/or coordinates meetings, seminars, conferences, and training sessions for department staff; acts as meeting secretary including preparing agendas and informational packets, setting up meeting and training rooms, and taking and transcribing minutes for assigned boards and commissions; prepares complex departmental agenda items and packets for Board of Trustee meetings.
6. Assists with planning and coordinating of departmental or campus-wide events, functions, meetings, and various other periodic committee, and employee training sessions.
7. Assists assigned department projects, processes, and/or programs as assigned by managerial personnel; provides assistance to department staff in various research and department-related projects; participates in developing and implementing department or campus-wide policies and procedures.
8. Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, statistical and analytical reports, organization charts, program plans, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material using a computer; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
9. Processes and prepares a variety of documents, materials, and records according to established procedures and practices, such as departmental documents, payroll records and monitoring payroll and expenditures for grant compliance. Calculates, inputs, and tracks faculty loads and lecture hour equivalency; ensures accuracy of the department's class schedules; submits faculty attendance reports monthly.
10. Provides information to the public to ensure an understanding of department and College policies and procedures; listens to questions and responds to staff inquiries and complaints, and explains procedures requiring a significant level of independent judgment, discretion, and interpretation; refers to the appropriate department source; resolves problems of a complex nature when appropriate.
11. Designs and implements complex file, index, tracking, and record keeping systems; researches and/or gathers records, data, and written information regarding departmental programs and processes to prepare complex reports and provide follow-up information to customer and staff inquiries.
12. May provide support to or serve in assisting the department head or President in the Executive Assistant's absence.
13. Participates on committees, task forces, and special assignments including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas, if needed.
14. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Practices and methods of general office administration, including the use of standard office equipment.
2. Principles and practices of providing technical and functional direction and training to assigned staff.
3. Computer applications related to the work, including word processing, database, and spreadsheet applications.
4. Applicable federal, state, and local laws, codes, regulations, and policies, technical processes, and procedures related to the department to which assigned.
5. Principles and procedures of financial record keeping and reporting, basic accounts payable, and purchasing. Including business arithmetic, financial, and statistical techniques.

6. Principles and practices of data collection and report preparation.
7. Business letter writing and the standard format for reports and correspondence.
8. Record keeping principles and procedures.
9. Modern office practices, methods, and computer equipment.
10. Alphabetical and numerical filing methods.
11. 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.

Skills & Abilities to:

1. Maintain confidentiality and be discreet in handling and processing confidential information and data.
2. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
3. Perform responsible administrative support work with accuracy, speed, and general supervision.
4. Provide varied and responsible office administrative work requiring the use of tact and discretion.
5. Plan, schedule, assign, and oversee activities of assigned personnel.
6. Inspect the work of others and maintain established quality control standards.
7. Train others in proper and safe work procedures.
8. Identify and implement effective course of action to complete assigned work.
9. Understand the organization and operation of the College and of outside agencies as necessary to assume assigned responsibilities.
10. Compose correspondence and reports independently or from brief instructions.
11. Understand and carry out complex oral and written directions.
12. Research, analyze, and summarize data and prepare accurate and logical written reports.
13. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
14. Establish and maintain a variety of filing, record-keeping, and tracking systems.
15. 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.
16. Operate modern office equipment, including computer equipment and specialized software applications programs.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. 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 the completion of the twelfth (12th) grade supplemented by college-level coursework and five (5) years of varied administrative support experience preferably involving interaction with the public or two (2) years of experience equivalent to Administrative Specialist II. An Associate's degree from a regionally accredited college is preferred.

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 to visit various College 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 in 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 weighing 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.