

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.**Coord. Project/Program Position: Project Coordinator, EAB ProjectDepartment: CounselingTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): M-F 8-5Salary Schedule (Range): A-95Background and Rationale (use back of form if additional space is needed): These positions will serve as "boots on the ground" for the EAB Navigatesystem working with Departments and Programs to ensure usage and services are beingutilized effectively and efficiently. Both positions will serve as trainers, support staff, and"air traffic controllers" assisting the Business Analyst identify problems, solutions, and messaging.

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): 11000-510000-211000-631000-2100 100 % Amount \$ 108,934

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 [Signature] Date 8/4/212. Division Vice President Signature [Signature] Date 9.21.213. Chief Compliance/Budget Officer Signature [Signature] Date 10/01/20214. Human Resources Signature [Signature] Date 10/7/215. Vice President, Human Resources [Signature] Date _____☒ Funding available ☐ Funding not available Position Number: CA9242 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 of President/CEO [Signature] October 12, 2021
Date

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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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	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	UA	95	3	12	Coord, Project/Program		100.00%	69,273	39,661	108,934	Unknown Funding
	1.000	UA	105	3	12	Coordinator		100.00%	76,520	41,991	118,511	Unknown Funding

Notes:

The budget calculations have been prepared by Fiscal Services and can be used for President's Cabinet to make decisions on the funding sources.

COORDINATOR, PROJECT/PROGRAM

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight of assigned projects and/or programs; provides routine administrative and operational support for assigned projects and/or programs; plans and coordinates education and outreach efforts; evaluates program effectiveness and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains program records and reports; fosters cooperative working relationships with students, staff, and faculty.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. May exercise technical and functional direction over and provides training to student workers.

CLASS CHARACTERISTICS

This is a project/program coordinator classification responsible for planning, organizing, and coordinating assigned programs, projects, services, and/or activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Successful performance of the work requires the knowledge of program/project and District activities and extensive student, faculty, and staff contact.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans and coordinates assigned programs, projects, services, and/or activities; establishes schedules and methods for providing program, projects, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
- Provides training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; reviews and controls quality of work; assists in the recruitment and selection of staff and provides recommendations.
- Participates in developing goals, objectives, policies, procedures, and work standards for assigned programs and/or projects.
- May participate in and oversee the administration of program and/or project budgets, including monitoring expenditures and ordering supplies, materials, and equipment.
- Plans, coordinates, and implements various events, workshops, and outreach and recruitment activities.
- Coordinates assigned programs and/or projects, including identifying stakeholders, conducting needs assessments, gathering data and information, and implementing changes and/or updates; provides on-going support to ensure program and/or project success.
- Administers evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments.
- Markets programs, projects, services, activities, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials.
- Coordinates with other departments and divisions to ensure effective and efficient operations, technology, and services of assigned programs and/or projects.
- Researches, compiles, and organizes information and data on topics related to assigned programs and/or projects; prepares and assembles reports and other informational materials.

- Serves as a liaison and contact person to students, staff, and faculty; provides consultative services and advice on assigned programs and/or projects; provides requested data, answers questions, and refers inquiries to the appropriate resource within or outside the District; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Provides administrative assistance and operational support to assigned programs and/or projects; composes, types, edits, and proofreads a variety of documents, including forms, memos, reports, and correspondence.
- Maintains and updates various databases and filing and record-keeping systems for assigned programs and/or projects.
- Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, and maintaining assigned programs and/or projects.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Basic principles and practices of budget administration and accountability.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- 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, various socio-economic and ethnic groups.

Skills & Abilities to:

- Plan, schedule, assign, and oversee activities of assigned personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and coordinate assigned program and/or project operations, services, and activities.
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs and/or projects.
- Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Make accurate mathematical, financial, and statistical computations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Interpret, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- 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 graduation from a regionally accredited four-year college or university with major coursework in education, social science, human services, public administration, or a related field, and two (2) years of increasingly responsible program or project coordination experience working with diverse students in an educational setting.

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.
- Depending on assignment, possession of, or ability to obtain, specified certification and/or license to maintain compliance with applicable state licensure regulations.

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 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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 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 occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.