

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: Director, Basic Needs ResourcesDepartment: Dean, Student ServicesTime (FTE): 1.0 Term (months/year): 12 monthsWork Schedule (Days, Hours): Mon-Thu: 8:00 a.m.-5:00 p.m.; Fri: 8:00 a.m.-4:30 p.m.Salary Schedule (Range): M-9Background and Rationale (use back of form if additional space is needed): The expansion of Mt. SAC's Basic Needs Resources, now includes a comprehensive housing component for homeless students and case management for students with mental health needs.With new legislation for a comprehensive basic needs center and funding for increased basic needs services, a permanent director is necessary to oversee additional staff and all operations of the program.

Please list any changes in the budgeted position as described above

(i.e., title, time, term, etc.). This position will be funded with the forthcoming Basic Needs allocation that was recently signed by Governor Newsom.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): TBD-523720-215000-649000-2100 100 % Amount \$ 159,398
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	<u>[Signature]</u>	Date	<u>7/22/2021</u>	4. Human Resources Signature	<u>[Signature]</u>	Date	<u>10/9/21</u>
2. Division Vice President Signature	<u>[Signature]</u>	Date	<u>7.22.21</u>	5. Vice President, Human Resources		Date	
3. Chief Compliance/Budget Officer Signature	<u>[Signature]</u>	Date	<u>09/20/21</u>				

☐ Funding available ☐ Funding not available Position Number: MC9901 Contract Number: MC0001Comments: The Fund will be assigned when the new Basic Needs Categorical Funding for FY21-22 is released**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☐ 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 _____
☐ 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: Basic Needs categorical allocation
(will receive for 2021-22 in the fall)

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: Basic Needs Resource

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)
	Student Services	Basic Needs Resources/Koji Uesugi & Rigo Estrada	Director, Basic Needs Resource (M-9)	Basic Needs Resources has expanded its operations to include housing support for homeless students, case management, including leading/supervising a team of social workers, overseeing the CalFresh Outreach grant, and serving as the institutional liaison statewide. This increased scope of responsibilities for Basic Needs Resources requires a full-time manager to take on the administrative duties and oversee the daily operations of the program, including staff supervision, budget oversight, grant management, and other duties associated with this program.		X	159,398	YES (page not determined)

To be funded from new categorical program money.

STUDENT SERVICES:	Dept.	Decision	Follow-up	REC'D
Special Project Manager	Basic Needs Resources	New position to be established from new categorical program money	JD, RTF	
Special Project Manager MT9980	Reconnection and Engagement	Continue with HEERF or other emergency state funds for 2021-22 only	No action needed	

DIRECTOR, BASIC NEEDS RESOURCES

DEFINITION

Under general direction of the Dean of Student Services, the Director, Basic Needs Resources plans, organizes, manages, evaluates, and provides administrative direction and oversight of all functions and activities of the Basic Needs Resources. Primary responsibilities include ensuring program compliance with federal and state guidelines and regulations in addition to College policies and procedures; budget management; evaluation of program effectiveness through measurable outcomes data; develop and implement program services that address students' basic needs insecurity; provides comprehensive student case management and lead a team of social workers; fulfills grant requirements; and supervises professional staff. Serves as College liaison to state and community organizations that address homelessness and basic needs, College Student Services programs, and other universities and colleges to enhance services provided to program participants. Responsible for ensuring regulatory compliance, maintaining accurate and timely documentation and report submissions, and for the management of program and grant budgets; researches and gathers various program data and develop reports. Provides highly complex and responsible support in areas of expertise and performs related work as required. The Director of the Basic Needs Resources provides leadership to the campus in the areas of basic needs, food, and housing insecurities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean of Student Services. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Basic Needs Resources, including short-and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Dean, Student Services in a variety of administrative, coordinative, analytical, and liaison capacities. In addition to having a comprehensive understanding of program administration, this position must be knowledgeable of student services, instructional strategies, county and private agency initiatives that support food and housing insecure populations, and be able to implement services for eligible student participants.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, manages, and oversees the daily functions, operations, and activities of Basic Needs Resources in concert with College policies and procedures.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends, within program policy, appropriate service levels and resources; recommends and administers policies and procedures.
3. Participates in the development, administration, and oversight of the program budget; monitors program expenditures from multiple funding sources to ensure compliance with established laws and regulations, as well as, funding requirements.
4. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the assigned program, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean, Student Services.
5. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Dean, Student Services.

6. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean, Student Services.
7. Collaborates and coordinates program activities and strategies with other College departments, programs, and staff within Student Services.
8. Prepares and completes all required College reports and responds to requests for information from College administration.
9. Holds regular staff meetings and trainings, and works collaboratively to meet program goals and objectives.
10. Develops and implements annual recruitment and publicity plan; conducts evaluation studies and prepares annual and progress reports to the Vice President, Student Services, as well as, College administrators and partners.
11. Establishes and maintains relationships with community leaders and public/private agencies to encourage participation, stimulate interest, fundraise, and coordinate campus projects with assigned programs and activities.
12. Develops and maintains student monitoring system to ensure compliance with program eligibility standards.
13. Initiates, oversees, and directs the collection of student data to measure and evaluate student success, including retention and persistence rates, passing rates, and academic achievement scores.
14. Develops grant proposals that meet funding agency requirements and priorities, including writing the grant narrative and completing all required forms and documents; establishes and maintains contacts with funding agency personnel and potential grant partners.
15. Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in the field of foster youth community and other services as they relate to the area of assignment.
16. Advises, provides guidance, and prepares and delivers presentations on issues pertaining to college student basic needs insecurity.
17. Assumes full management responsibility for all basic needs program functions, services, and activities, including campus and educational trips.
18. Maintains and directs the maintenance of working and official departmental files.
19. Monitors changes in laws, regulations, and technology that may affect College or program operations; implements policy and procedural changes as required.
20. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
21. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
22. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies; attends College mandated DHR training and participates in DHR investigations as directed; assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to the Director, Equal Employment Opportunity Programs in Human Resources and other appropriate authority as necessary.
23. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.

2. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
3. Principles and practices of grant funding, including techniques and methods of researching grant opportunities, identifying state, federal, private, and corporate grant funding organizations, securing and maintaining funding from external agencies, and complying with reporting requirements.
4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
5. Principles and practices of developing, implementing, and evaluating special program.
6. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
7. The provision of specialized support services for student populations specified in basic needs insecurity and other campus equity programs.
8. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
9. Principles and procedures of record keeping.
10. Modern office practices, methods, and computer equipment and applications.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. 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, various socio- economic and ethnic groups.

Skills & Abilities to:

1. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
2. Provide administrative and professional leadership and direction for assigned program.
3. Prepare and administer budgets; allocate limited resources in a cost effective manner.
4. Research, apply for, and manage grant funding.
5. Effectively administer basic needs projects, events, and administrative activities.
6. Effectively work with students of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
9. Select, motivate, and evaluate the work of staff and train staff in work procedures.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. Effectively represent the College and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.
12. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
13. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
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. 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 which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Master's degree from a regionally accredited college or university in a related field of education, social or behavioral sciences and a minimum of two (2) years of administrative or coordinating experience in developing, implementing, and leading a program or program for high-risk student populations. Documented successful experience working with low income, first generation, and ethnically diverse students.

Preferred:

Experience serving as a coordinator, supervisor, assistant director, or director level in student services or student equity/basic needs programs.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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 persona 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 Positions 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 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, students, and/or the public in interpreting and enforcing departmental policies and procedures.