

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: Registration SpecialistDepartment: English as a Second Language (ESL)Time (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): MTWTh 12:00 pm - 9:00 pm; F 8 am - 5 pmSalary Schedule (Range): 59Background and Rationale (use back of form if additional space is needed): A full-time registration specialist is needed to support increased student needs due to a new online application process implemented during the pandemic. The registration specialistwould assist students struggling with the application process and would help in the effort to retrieve students who dropped out during the pandemic.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): 17241-410500-211000-493087 ⁻²¹⁰⁰ 100 % Amount \$ \$81,381
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 fundingDuration (if grant/temporary funded): Beginning date: End date: Comments: Move to general fund in 2023-24**Signatures:**

1. Requesting Manager Signature

9/21/21

Date

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

09/27/21

Date

☒ Funding available ☐ Funding not available Position Number: CA9249 Contract Number: 213107Comments: Funded with Unrestricted General Fund beginning July 2022**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

10.26.21

Date

HEERF- Institutional Funds

2021 - 2022



Requested by: (Unit, Department, Division or Vice President)						
School of Continuing Education / ESL						
Location	Complete Name	Signature	Date	Approval:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Department or Unit:	English as a Second Language	Jody Fernando	9/3/21	Date:	9/8/21	
Division:	School of Continuing Education	Liza Becker	9/3/21	Vice Administrative Services Signature:		
Vice President:	Madelyn Arballo	Madelyn Arballo	9/3/21	Digitally signed by Jody Fernando Date: 2021.09.03 12:20:48 -07'00'		
				Digitally signed by Liza Becker Date: 2021.09.03 14:47:09 -07'00'		
				Digitally signed by Madelyn Arballo Date: 2021.09.03 16:27:40 -07'00'		
Budget Request(s)		HEERF Justification for Request(s)			Funds Requested ⁽¹⁾	Funding
<p>Describe the services or items requested, include quantity⁽²⁾</p> <p>1. Full-time Registration Specialist to support students with the new online application process implemented during the pandemic.</p> <p>Salary: \$48,416 Benefits: \$33,521 Total Salary and Benefits: \$81,937</p> <p><i>100 FTE, AS9, CA 9249 Funding for 2021-22 only with HEERF AND Change to UCF for 2022-23 per NRA Phase 13.</i></p>		<p>Defraying expenses associated with coronavirus. This includes defraying lost revenue and expenses incurred after December 27, 2020.</p> <p>It also includes student support activities authorized by the Higher Education Act where those support activities address needs related to coronavirus. This includes using funds to carry out TRIO and GEAR UP program activities to the extent those activities address needs related to coronavirus.</p> <p>A full time ESL registration clerk is needed to support increased student needs due to an online application process implemented during the pandemic. As a result, there was a loss of students. A full-time registration clerk would provide online support to students struggling with the application process and help in the effort to retrieve students who dropped out in the pandemic due to technology needs.</p>			Amount	Approved
Account Number(s) ⁽³⁾ :		Approved NRA 13 --- 17241-410500-211000-493087-2100				

(1) Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

(2) Please add attachment if additional information needs to be included annual software upgrades, etc.

(3) If Unknown leave blank, the Fiscal Services department will include.

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	81	3	12	Administrative Specialist III		100.00%	60,265	37,467	97,732	<i>Unknown Funding</i>
1.000	UA	59	3	12	Registration Specialist		100.00%	48,416	33,521	81,937	<i>Unknown Funding</i>
1.000	UA	75	3	12	Administrative Specialist II		100.00%	56,772	36,304	93,076	<i>Unknown Funding</i>

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.

REGISTRATION SPECIALIST

DEFINITION

Under general supervision, performs specialized work in enrolling and registering students; provides information and assistance to students and visitors regarding registration, student records, and admissions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class that performs the full range of registration support services, including student registration, monitoring attendance and maintaining and updating the College's student database system. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other clerical and administrative support classes in that it is responsible for performing specialized work in the enrollment and registration of students and maintaining and updating student records.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs registration support services to support departmental operations, including enrolling and registering students and creating and updating student databases; monitors waiting lists; notifies students of cancelled classes and various other registration updates; answers questions from and provides support services to students and visitors regarding registration, admissions, and student records policies and procedures of the College.
2. Audits and monitors attendance; ensures weekly attendance posting is completed accurately by instructors; runs missing attendance reports and contacts instructors as needed.
3. Assists students with placement tests, including preparing testing materials and sign-in sheets, providing information to counselors to proctor tests, and updating student database systems.
4. Compiles information and data for various reports; checks and ensures accuracy of the data.
5. Maintains and updates departmental record systems and specialized databases; enters and updates information; retrieves information from systems and specialized databases as required.
6. Maintains accurate and detailed spreadsheets, files, and records, verifies accuracy of information, researches discrepancies, and records information.
7. 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.
8. Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files.
9. Screens calls, visitors, and incoming mail; assists students and visitors and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints.
10. Composes, types, formats, and proofreads a variety of routine letters, reports, marketing materials, and documents.
11. Participates on committees, task forces, and specialist assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.

12. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Student registration rules, processes, and procedures of a community college.
2. Interpret, apply, and explain the registration rules and procedures of the College.
3. Applicable federal, state, local, and College policies, codes, regulations, technical processes, and procedures related to the function to which assigned.
4. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
5. Record keeping principles and procedures.
6. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
7. Techniques for providing a high level of customer service by effectively dealing with the public, students, and College staff, including individuals of various ages, disabilities, various socio-economic, and ethnic groups.

Skills & Abilities to:

1. Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and College policies, procedures, and regulations.
2. Respond to and effectively prioritize multiple phone calls and other requests for service.
3. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
4. Make accurate mathematical and basic statistical computations.
5. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
6. Establish and maintain a variety of filing, record keeping, and tracking systems.
7. Organize own work, set priorities, and meet critical time deadlines.
8. Operate modern office equipment including computer equipment and specialized software applications programs.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Depending on assignment, may be required to speak a designated second language.
11. Understand scope of authority in making independent decisions.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. 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 twelfth (12th) grade and two (2) years of general office administrative experience.

Licenses and Certifications:

None.

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. 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 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 upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.