

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: Technical ServicesTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): M - F, 9:30 AM - 6:00 PMSalary Schedule (Range): A-81Background and Rationale (use back of form if additional space is needed): A part-time Admin 1 position recently became vacant unexpectedly. This position needs to be converted to a full timeAdmin 3 position to provide higher level support to the facility contract process, especially with the return of the Stadium and the upcoming opening of the Student Center. Additionally, this position will provide administrative support to the Box Office for sales at events at the Stadiumand scheduling the large volume of temporary worker shifts. This position will provide additional staffing to ensure Box Office support continues to grow with added facilities and so that we can continue to provide credit card services to the campus

Please list any changes in the budgeted position as described above

(i.e., title, time, term, etc.). Changing from Administrative Specialist I 42.5% FTE, A-69 to Administrative Specialist III 100% FTE, A-81.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): 11000-670000-211000-683000-2100 50 % Amount \$ 35,844.50Account Number(s): 11000-671000-211000-683000-2100 50 % Amount \$ 35,844.50Funding: (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: Funding approved in NRA 13.**Signatures:**

1. Requesting Manager Signature

10-18-21
Date

4. Human Resources Signature

Date

2. Division Vice President Signature

10.20.2021
Date

5. Vice President, Human Resources

11/4/21
Date

3. AVP Fiscal Services Signature

10/28/21
Date☒ Funding available ☐ Funding not available Position Number: CA9543 Contract Number: _____Comments: Funded 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

November 9, 2021
Date

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

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	321000 PERS	331000 OASDI	335000 MEDI	341000 H&W	345000 H&W	351000 SUI	361000 W/C	371000 CIL	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	Funding Source
2021-22 Budget for Position to be Reiclass:																				
CA9543	0.425	A	69	3	12	Administrative Specialist I	11000	100.00%	22,730			357		1,200	12	361	682	2,612	25,342	UGF
2021-22 Cost of Reclassified Position:																				
CA9543	1.000	A	81	3	12	Administrative Specialist III	11000	100.00%	60,264	13,806	3,737	874	17,410		30	910		36,767	97,031	Unknown Funding
Additional cost to change from AS I at A-69, 47.5%FTE to AS III at A-81, 100% FTE																				
									37,534	13,806	3,737	517	17,410	(1,200)	18	549	(682)	34,155	71,689	

Funding awarded in NRA 13

Technical Services	Reinstate Event Technician (Awarded in NRA 12 and then defunded) (Needed for Stadium & Student Center Support).	This position was swept in 2020. This position would support events in the Stadium and Student Center.	maintenance of those radios. (Criteria 3)	Ongoing	101,289	☒ Critical ☐ High Priority ☐ Important ☐ Necessary
Technical Services/ Event Service	Change vacant 42% Admin 1 to 100% Admin 3 (Needed for	This position was swept in 2020. This position would support events in	A part-time Admin 1 position recently became vacant unexpectedly. This position needs	Ongoing	70,623	☒ Critical ☐ High Priority ☐ Important

	Stadium and Student Center Contract Processing, and assistance with temporary event-staff scheduling).	the Stadium and Student Center.	to be converted to a full time Admin 3 position to provide higher level support to the facility contract process, especially with the return of the Stadium and the upcoming opening of the Student Center. Additionally, this position will provide administrative support to the Box Office for sales at events at the Stadium, and scheduling the large volume of temporary worker shifts. In FY 12-13, the Box Office processed \$273K in transactions. That number has increased year by year. FY 18-19, the Box Office processed \$521K in transactions without ticketing stadium events. This position will provide additional staffing to ensure Box Office support continues to grow with the added facilities and so that we can continue to provide credit card processing services to our campus partners, such as collecting student club fees, Student Health Center fees, and sales for the Horticulture unit. (Criteria 4, 6)			☐ Necessary
Technical Services/ Event Services	Increase 47.5% Admin 1 to 100%		The Technical Services main office does not have full front desk/phone coverage throughout normal operating hours. Between	Ongoing	53,920	☐ Critical ☐ High Priority ☐ Important ☒ Necessary