

November 29, 2022

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: _____ Project/Program Specialist

Department: _____ Child Development Center

Time (FTE): 100 Term (months/year): 12

Work Schedule (Days, Hours): Monday - Friday, 8:30 am - 5:00 pm

Salary Schedule (Range): _____ A-79

Background and Rationale (use back of form if additional space is needed): This position provides assistance and support to Project/Program Coordinators and CDC administration. Helps to plan and implement CDC program initiatives and projects; apprenticeship language/literacy initiatives, student apprentice and staff outreach and recruitment, assist in resource development for education and family support services, and parent education/engagement.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). N/A

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): 33520-336080-211000-692000-2100 Child Care, Gen Ctr 100 % Amount \$ 102,028

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:

Tamika Addison
1. Requesting Manager Signature

11/8/2022
Date

Lika Davis-Harris
4. Human Resources Signature

1/4/22
Date

Kelly M. Fowler
2. Division Vice President Signature

11/21/22
Date

Bohobong
5. Vice President Human Resources

1/4/23
Date

Boo Boxa
3. Chief Compliance/Budget Officer Signature

12/21/22
Date

☒ Funding available ☐ Funding not available Position Number: CA9209 Contract Number: 253106

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smoggin
6. Signature of President/CEO

January 10, 2023
Date

**MT SAN ANTONIO COLLEGE
FY 2022-23 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	NAME	FUND	FY 22-23				FY 23-24		Funding Source
								Child Care Gen Ctr(33520)	State Pre Half-Day(33500)	Child Care Gen Ctr(33520)	State Pre Half-Day(33500)	Child Care	State Pre	
Budget of Original Position														
CA9310	0.875	UA	59	5	9	Registration Specialist	De Leon-Ramos, Melly	33520		58,251		79,141		100%-Child Care, Gen Ctr
CA9311	0.875	UA	59	5	12	Registration Specialist	Moreno, Blanca	33520/ 33500		43,688	14,563	59,356	19,785	75% Child Care, Gen Ctr, 25%- State Pre, Half-Day
CA9312	0.875	UA	59	5	12	Registration Specialist	Chawla, Rajni	33520/ 33500		33,333	33,333	45,180	45,180	50%-Child Care, Gen Ctr, 50%- State Pre, Half-Day
										135,272	47,896	183,677	64,965	

Proposed Budget to Increase FTE from 0.875 to 1.000 for Three Positions and Create Five New Positions														
CA9310	1,000	UA	59	5	9	Registration Specialist	De Leon-Ramos, Melly	33520	66,573	90,447	100%-Child Care, Gen Ctr			
CA9311	1,000	UA	59	5	12	Registration Specialist	Moreno, Blanca	33520/ 33500	49,930	16,643	22,612	75% Child Care, Gen Ctr, 25%- State Pre, Half-Day		
CA9312	1,000	UA	59	5	12	Registration Specialist	Chawla, Rajni	33520/ 33500	38,095	38,095	51,634	50%-Child Care, Gen Ctr, 50%- State Pre, Half-Day		
New	1,000	UA	95	3	12	Coordinator, Project/Program	Coordinator, Project/Program	33520/ 33500	58,246	58,246	58,246	50% - Child Care, Gen Ctr 50% - State Pres Half-Day		
New	1,000	UA	79	3	12	Project/Program Specialist	Project/Program Specialist	33520	102,028	-	102,028	100%-Child Care, Gen Ctr		
New	1,000	UA	79	3	12	Project/Program Specialist	Project/Program Specialist	33520/ 33500	76,521	25,507	25,507	75% - Child Care, Gen Ctr 25% - State Pres Half-Day		
New	1,000	UA	79	3	12	Early Child Develop Spec I	Early Child Develop Spec I	33520/ 33500	51,014	51,014	51,014	50% - Child Care, Gen Ctr 50% - State Pres Half-Day		
New	1,000	UA	79	3	12	Early Child Develop Spec I	Early Child Develop Spec I	33520	102,028	102,028	-	100%-Child Care, Gen Ctr		
									544,435	189,505	599,753	209,012		
Total one-time additional cost to increase FTE from 0.875 to 1.000 for Three Positions and Create Five New Positions														
									409,163	141,609				
Total ongoing additional cost to increase FTE from 0.875 to 1.000 for Three Positions and Create Five New Positions														
									416,076	144,047				
Proposed to fund from Child Care, General Center and State Preschool Half-Day														
Proposed to fund from Child Care, General Center and State Preschool Half-Day														

Funding Sources		
Child Care Gen Ctr	State Pre Half- Day	
733,272	230,589	
Department of Social Services California Department of Education		

***Note:** This information does not include potential COLA and changes in benefits rates.

FUND	ORGN	ACCT	PROG	ACTV	ADOPTED	Budget Increase	REVISED BUDGET	Note
33500	336080	211000	692000	2100	290,849	-	290,849	
33500	960500	211100	692000	2100	-	-	-	
33500	336080	215000	692000	2100	20,505	-	20,505	
33500	960500	215100	692000	2100	-	-	-	
33500	336080	231000	692000	2100	168,117	269,352	437,469	
33500	336080	232000	692000	2100	-	-	-	
33500	336080	236000	692000	2100	-	-	-	
33500	336080	311000	692000	2100	3,888	-	3,888	
33500	336080	321000	692000	2100	73,788	-	73,788	
33500	336080	331000	692000	2100	18,031	16,700	34,731	
33500	960500	331000	692000	2100	-	-	-	
33500	336080	335000	692000	2100	7,025	4,023	11,048	
33500	960500	335000	692000	2100	-	-	-	
33500	336080	341000	692000	2100	78,978	-	78,978	
33500	336080	351000	692000	2100	2,398	1,347	3,745	
33500	960500	351000	692000	2100	-	-	-	
33500	336080	361000	692000	2100	7,097	3,986	11,083	
33500	960500	361000	692000	2100	-	-	-	
33500	336080	381000	692000	2100	5,044	8,081	13,125	
33500	336080	589000	692000		10,969	-	10,969	
33500	336080	865900	692000		(686,689)	(303,489)	(990,178)	FY 22-23 contract (Actual Contract \$759,589 - Adopted budget \$686,689 = \$72,900) Budget Increase \$230,589
33520	336080	211000	692000	2100	520,896	-	520,896	
33520	960500	211100	692000	2100	-	-	-	
33520	336080	215000	692000	2100	173,785	-	173,785	
33520	960500	215100	692000	2100	-	-	-	
33520	336080	231000	692000	2100	384,925	650,793	1,035,718	
33520	336080	232000	692000	2100	43,353	-	43,353	
33520	336080	236000	692000	2100	-	-	-	
33520	336080	311000	692000	2100	32,923	-	32,923	
33520	336080	321000	692000	2100	132,152	-	132,152	
33520	336080	331000	692000	2100	32,294	40,349	72,643	
33520	960500	331000	692000	2100	-	-	-	
33520	336080	335000	692000	2100	16,467	9,720	26,187	
33520	960500	335000	692000	2100	-	-	-	
33520	336080	341000	692000	2100	157,966	-	157,966	
33520	336080	351000	692000	2100	5,616	3,254	8,870	
33520	960500	351000	692000	2100	-	-	-	
33520	336080	361000	692000	2100	16,619	9,632	26,251	
33520	960500	361000	692000	2100	-	-	-	
33520	336080	381000	692000	2100	12,849	19,524	32,373	
33520	336080	521000	692000		-	-	-	
33520	336080	589000	692000		24,013	-	24,013	
33520	336080	819000	692000		(692,584)	-	(692,584)	
33520	336080	865900	692000		(861,274)	(733,272)	(1,594,546)	Budget Increase \$733,272

PROJECT/PROGRAM SPECIALIST

DEFINITION

Under general supervision, assists in planning, organizing, coordinating, and providing 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 the assigned managerial personnel. May provide technical and functional direction and training to student workers.

CLASS CHARACTERISTICS

This is a project/program specialist classification responsible for assisting in planning, organizing, and coordinating assigned programs, projects, services, and/or activities. Employees at this level are required to be 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 College activities and extensive student, faculty, and staff contact. This class is distinguished from the Coordinator, Project/Program in that the latter has a higher level of program responsibilities and requires extensive experience in coordinative responsibilities of assigned program.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assists in planning, coordinating, and implementing assigned program, project, services, activities, events, workshops, and outreach and recruitment activities; establishes schedules and methods for providing program, project, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
2. Provides training, orientation, and guidance to assigned student workers; prepares weekly and daily schedules; reviews and controls quality of work; assists in the recruitment and selection of staff and provides recommendations.
3. Participates in developing goals, objectives, policies, procedures, and work standards for assigned program and/or project to which assigned.
4. Assists in coordinating assigned program and/or project, 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.
5. Administers evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments.
6. Assists in marketing program, project, services, activities, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials; prepares and revises handouts regarding operation protocol for project or program.
7. Coordinates with other departments and divisions to ensure effective and efficient operations, technology, and services of assigned program and/or project.
8. Researches, compiles, and organizes information and data on topics related to assigned programs and/or projects; prepares and assembles reports and other informational materials.

9. 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 College; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
10. 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.
11. Maintains and updates various databases and filing and record-keeping systems for assigned programs and/or projects.
12. Prepares requisitions to purchase items, maintains inventory of supplies, equipment, and materials as needed; gathers information for advisement purchases for faculty and staff with regards to proposed equipment purchases/maintenance and program effectiveness.
13. Represents the program at meetings both on and off campus; may be assigned to act as a liaison to outside agencies.
14. 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.
15. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, and service delivery needs related to the program area(s) to which assigned.
2. Procedures for planning, implementing, and maintaining assigned program and/or project.
3. Research and reporting methods, techniques, and procedures.
4. Principles and practices of data collection and report preparation.
5. Basic principles and practices of budget administration and accountability.
6. Applicable federal, state, local, and College policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. Record keeping principles and procedures.
9. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

1. Inspect the work of others and maintain established quality control standards.
2. Train others in proper and safe work procedures.
3. Identify and implement effective course of action to complete assigned work.
4. Oversees assigned program and/or project operations, services, and activities.
5. Participate in the development of goals, objectives, policies, procedures, and work standards for assigned program and/or project.
6. Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
7. Make accurate mathematical and statistical computations.
8. Prepare clear and concise reports, correspondence, procedures, and other written materials.
9. Interpret, apply, and explain applicable College policies, rules, and regulations related to areas of responsibility.

10. Establish and maintain a variety of filing, record keeping, and tracking systems.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to an Associate's degree from a regionally accredited college and one (1) full time equivalent year of responsible program or project coordination experience.

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

Amended 3/2020