

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: COORDINATOR PROJECT/PROGRAM

Department: HUMAN RESOURCES

Time (FTE): 1.00 Term (months/year): 12

Work Schedule (Days, Hours): MON-THR 8AM-5PM; FRI 8AM-4:30PM

Salary Schedule (Range): A-95 Steps 1-6 \$5681.96 - \$7257.78

Background and Rationale (use back of form if additional space is needed): Over the last 5 years classification/reclassification process and oversight have evolved. This process is now duplicated for CSEA 651 and Management along with CSEA 262 for a total of (6) committees. This work requires coordination support to perform tasks such as tracking paperwork and working with the managers to complete their portion of the process, monitoring, and gathering supplemental information and requests by the committee.

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 20000 21100 673000 2100 100 % Amount \$ 112,793


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:

 3/15/23
1. Requesting Manager Signature Date

 3/15/23
4. Human Resources Signature Date

2. Division Vice President Signature Date

 3/30/23
5. Vice President, Human Resources Date

3. Chief Compliance/Budget Officer Signature Date

☐ Funding available ☐ Funding not available Position Number: _____ Contract Number: _____

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: _____

 April 4, 2023
6. Signature of President/CEO 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 2022-2023

☐ 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: NRA approved 2/7/23

(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.)

To Be Completed By Departments								
Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	Strategic Goals
1	Human Resources	200000 / HR OPS & Employee Services / Alexis Carter	New Position: One (1) Human Resources Coordinator, Project/Program (100%FTE)	<p>Over the last five (5) years, the classification/reclassification process and oversight have evolved. This process is now duplicated for CSEA 651 and Management along with CSEA 262 for a total of six (6) separate committees, each with their area of focus related to classification/reclassification parameters outlined in the Collective Bargaining Agreement/Meet-and-Confer. The average reclassification/classification process takes a minimum of 4 months to track and complete the paperwork, receive all supporting documents, meet with committees, interview the employees and managers, interview the subject matter experts, and HR to conduct additional research and analysis before the committee can make a final recommendation.</p> <p>This work desperately requires coordination support to perform tasks such as tracking paperwork and working with the managers to complete their portions of the process and committee discussions, monitoring and gathering supplemental information and requests by the committee, facilitating the committee's progress, communication follow-ups to employees, and final committee recommendations. Lastly, the position will coordinate with HR analysts and technicians to ensure final Cabinet-approved outcomes are followed through with the correct change of status, personnel file updates, board items, and fiscal/payroll approvals.</p>		112,793	112,793	1,4,5,6
2	Human Resources	200000 / Human Resources / Sokha Song	Position range reclassification: Director, HR Operations & Employee Services currently in range CM-17 / Step 5, reclass to CM-19 / Step 4	The Vice President of Human Resources is the lead negotiator for all three bargaining units. Negotiations occur every other week, and additional prep time is needed to prepare for negotiations. Due to the high volume related to negotiations, additional support is needed to research, plan, and prepare for negotiations. This position will support the Vice President of human resources in all negotiations, research, planning, and coordination of District preparation for negotiations.		11,580	11,580	1,4,5,6
					\$ -	\$ 124,373	\$ 124,373	

EZ Salary Projection FY 2022-23 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	95
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$112,793

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 3.7.22

COORDINATOR, PROJECT/PROGRAM

DEFINITION

Under general supervision, may plan, organize, coordinate, and provide 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 project/program effectiveness and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains program records and reports.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial staff personnel. May exercise technical and functional direction and training to staff and temporary employees.

CLASS CHARACTERISTICS

This classification is required to maintain knowledge in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative and coordinating departmental work with that of other departments. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, schedules, and coordinates assigned projects, programs, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
2. Provides training, orientation, guidance, and scheduling to assigned staff; reviews and controls quality of work; participates in the recruitment and selection of temporary staff.
3. Participates in developing goals, objectives, policies, procedures, and work standards.
4. Participates in the budget process, including monitoring expenditures and ordering supplies, materials, and equipment; may assist in forecasting annual payroll and program budget requirements.
5. Plans, evaluates, coordinates, and provides training at various events, workshops, and outreach and recruitment activities.
6. Ensures project and/or program effectiveness by identifying stakeholders, gathering data and information.
7. Conducts needs assessments, and implements modifications based upon program evaluation results.
8. Promotes programs, projects, services, activities, and events through various communication modalities; assists in developing promotional materials.
9. Researches, compiles, analyze, and organizes information and data on topics related to assigned projects and/or programs; prepares and assembles reports and other informational materials.
10. Serves as a liaison and contact person to stakeholders; provides higher level of customer service and consultative services related to project and/or program.
11. 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 assigned areas as needed.
12. 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 Human Resources and other appropriate authority as necessary.
13. Performs general administrative functions.
14. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Basic principles and practices of providing technical and functional direction and training to assigned staff.
3. Principles, practices, and service delivery needs related to the program area(s) to which assigned.
4. Procedures for planning, implementing, and maintaining assigned programs and/or projects.
5. Principles and practices of research and data collection; reporting methods and preparation, techniques and procedures.
6. Principles and practices of budget administration and accountability.
7. Applicable federal, state, local, and College policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
8. Modern office practices, methods, and computer equipment and applications related to the work.
9. Record keeping principles and procedures.
10. Principles, practices, and techniques of effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic, and ethnic groups.
11. 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. Participate in addressing gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of staff.
2. Communicate the College's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment
3. Participate in providing resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment.
4. Apply training methods and procedures.
5. Conduct research and analyze, interpret, summarize, and present administrative and technical information and data.
6. Perform accurate mathematical, financial, and statistical computations.
7. Prepare clear and concise reports, correspondence, procedures, and other written materials.
8. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical timelines.
9. Communicate effectively through various modalities.
10. Effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
11. Review situations accurately and determine appropriate course of action within scope of authority using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
13. Learns and applies emerging technologies and methods, as necessary, to perform duties in an efficient, organized, and timely manner.

Education and Experience:

Equivalent to an Associate's degree from a regionally accredited college and two (2) full-time equivalent years of increasingly responsible experience working in an educational environment or public program.

Licenses and Certifications:

1. If operating a College vehicle, employees must have the ability to secure and maintain a valid California driver's license.
2. Depending on assignment, possession of, or ability to obtain, specified certification and/or license to maintain compliance with applicable licensure regulations.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically 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.

Amended: 4/2022