

May 2, 2023

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 II

Department: Associated Students / Student Life

Time (FTE): 1.0 Term (months/year): 12

Work Schedule (Days, Hours): Monday - Thursday 9am - 6pm; Friday 8am - 4:30pm

Salary Schedule (Range): A75

Background and Rationale (use back of form if additional space is needed): The development of the new Student Center will unveil an Associated Students Leadership

Center that will be the new home of student government. This new center will have a reception desk that

will require a full time professional staff member to keep the Center operational and accessible to

A.S. Officers for their leader service hours, as well as open to all students to connect with A.S.

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.**

696000 2100

\$104,588

~~101,069~~Account Number(s): 71005 521500 211000 ~~6960002400~~ Associated Students Office 100 % Amount \$ XXXXX

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: The funding provided will be accessible after posting of a transfer from the Student Center Reserves (transfer form pending this RTF) used to finish out this fiscal year and support the full year funding for 23-24.

Academic year 24-25 will also come from the Student Center Reserves. The subsequent years will come from the Student Activities Fee Revenue as approved by A.S. Legislative Bill 2223 #8.

Signatures:

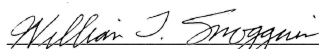
1. Requesting Manager Signature  2/28/2023 Date2. Division Vice President Signature  Date3. Chief Compliance/Budget Officer Signature  05/17/2023 Date4. Human Resources Signature  5/24/2023 Date5. Vice President, Human Resources  5/25/2023 Date☒ Funding available ☐ Funding not available Position Number: CA9196 Contract Number: 213273

Comments: See pending budget transfer and A.S. Legislation for establishment of funding and permanent new position directly supporting Associated Students.

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  May 30, 2023 Date

**MT SAN ANTONIO COLLEGE
FY 2023-24 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TTL MTHS	TITLE	FUND	ACCOUNT PERCENT	FY 23-24 Jul - Jun 12 Months	FUNDING/COMMENTS

1.000 UA 75 3 12 Administrative Specialist II 100.00% \$ 101,669

***Associated Students-
Restricted Fund Balance,
Student Center will fund the FY
2023-24 and 2024-25***

Note:

After reviewing the Associated Students plan and preparing a Budget and Expenditure Analysis from 2018/19 through 2025/26 (see analysis in page 2 the new administrative specialist position specialist can be funded with the reserves for the years 2023/24 and 2024/25. In order to sustain the ongoing expenditure cost, the number of students paying the fees will need to increase and/or the operating expenditures will need to decrease.

Please see the Budget and Expenditure Analysis for the years 2023/24 through 2025/26 which shows budgeted losses of \$60,856, \$72,417, and \$84,556 respectively.



05/08/23

Chief Compliance and College Budget Officer

Fund 71 - Associated Students Trust Fund
Budget and Expenditure Analysis
Includes Fiscal years 2018/19 through 2025/26
(Revised May 8, 2023)

Descriptions	2018/19	2019/20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	Actual	Actual	Actual	Actual	Projected YTD Actual	YEAR 2 PRELIM Tentative Budget	YEAR 3 Prelim Budget	Prelim Budget
BEGINNING BALANCE 07/01/20XX	2,282,236	2,256,384	2,417,868	2,612,108	2,530,865	2,551,914	2,491,058	2,418,641
REVENUES:								
Interest and Investment Income	46,721	46,844	17,207	13,554	18,021	18,020	18,020	18,020
Fair Value Investment Income	-	-	(14,848)	(95,849)	-	-	-	-
Other Student Fees and Charges ⁽¹⁾	621,313	564,014	507,034	518,507	492,310	624,052	624,052	624,052
Exemption-Student Activity Fee	(3,927)	(2,629)	(2,299)	(2,299)	(1,925)			
Non Payment-Student Activity Fee	(104,192)	(75,504)	(56,166)	(60,005)	(32,857)			
Other Local Revenues	24,091	-	-	1,740	16,593	-	-	-
Interfund Transfers-In	-	58,377	98,923	22,694				
TOTAL REVENUES	584,006	591,102	549,851	398,342	492,141	642,072	642,072	642,072
EXPENSES:								
Classified Salaries-Unit A ⁽²⁾ (CA 9839)	67,142	69,764	70,374	73,873	75,867	78,355	82,273	86,386
Classified Salaries-Unit A-NEW ADM SPEC II ⁽²⁾	-	-	-	-	-	61,608	64,688	67,923
Short-Term, Nonacad Salaries	24,275	18,970	7,250	7,000	29,737	16,000	16,000	16,000
Professional Expert Salaries	2,700	7,744	-	-	2,069	-	-	-
Overtime, Noninstructional	-	-	-	-	-	-	-	-
Total benefits for all salary accounts	32,577	38,585	43,454	45,369	43,316	-	-	-
Benefits (L Hennings, Position CA9839)						51,192	53,752	56,439
Classified Salaries-Unit A-NEW ADM SPEC II ⁽²⁾						40,061	42,064	44,167
Benefits Hourlys						1,036	1,036	1,036
Operating/Equip Expenditures:	483,164	294,556	234,532	353,342	320,104	454,676	454,676	454,676
TOTAL EXPENDITURES	609,858	429,619	355,610	479,585	471,092	702,928	714,489	726,628
REVENUE LESS EXPENDITURES	(25,852)	161,483	194,240	(81,243)	21,049	(60,856)	(72,417)	(84,556)
ENDING BALANCE 06/30/20XX	2,256,384	2,417,868	2,612,108	2,530,865	2,551,914	2,491,058	2,418,641	2,334,085
RESERVES:								
Restr Fund Bal-Associated Students	1,856,384	2,017,867	2,043,232	1,803,355	1,934,404	1,975,217	2,009,552	1,818,244
Restricted Fund Bal-Emergency Fund	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Restricted Fund Bal-Student Center	150,000	150,000	318,876	477,510	367,510	265,841	159,089	265,841
	2,256,384	2,417,867	2,612,108	2,530,865	2,551,914	2,491,058	2,418,641	2,334,085

Assumptions:

(1) Revenue for the fiscal years 2023-24 through 2025-26 include a fee increase of \$4 as approved by the Students. Revenue does not include increase in number of students paying the fee.

(2) Full-time salaries for FY 2022/23 only include increases approved by the Board of Trustees. Full-time salaries for the FY 2023-24 through 2025-26 include a 5% increase for step and column/progression and pension costs.

ADMINISTRATIVE SPECIALIST II

DEFINITION

Under general supervision, performs a variety of journey-level administrative support duties that requires knowledge of the assigned division/department its policies, procedures, and/or operating details.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial personnel. Exercises technical and functional direction over and provides training to student or hourly workers, and to less experienced administrative support staff, as assigned.

CLASS CHARACTERISTICS

The Administrative Specialist II classification is the second level in the Administrative Specialist series which is comprised of four (4) levels. Positions in the series are distinguished by reporting and working relationships, level of independence, supervision received and exercised, decision making, judgment, and minimum qualifications for employment consideration.

The Administrative Specialist II level typically perform a wide variety of journey-level administrative tasks requiring responsible administrative support work that is of a broader range and at a greater level of complexity, including working more independently and exercising a higher level of judgment and initiative. 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 area of assignment, program, or department. This class is distinguished from the Administrative Specialist III in that the latter performs more technical, specialized, and supportive tasks to the department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs a wide variety of journey-level administrative duties to support the program or department to which assigned, including collecting specialized student data for reporting to regulatory agencies; ensuring compliance with policies, procedures, and state and federal regulations; coordinating campus transportation, events, and/or facilities rentals; receiving, logging, scheduling, and distributing service requests and work orders; assisting with student accommodations; and assisting computer users with troubleshooting basic technical problems.
2. Assists with maintaining program or department budget tracking, and processing department requisitions. Follows up with vendors; assists in the development of contracts; prints and reviews invoices for accuracy.
3. Assists in coordinating the evaluation process for probationary, adjunct, and/or full-time faculty; schedules and tracks evaluation meetings; monitors and tracks submission of evaluation materials.
4. Assists in providing telephone and/or front counter support to students, parents, staff, faculty, and the general public as assigned; responds to moderately complex inquiries

by explaining program requirements, departmental policies, procedures; and applies a moderate level of policy interpretation and independent judgment, or by referring the customer to the appropriate source; provides general information regarding the assigned program, department, or the College; distributes documents as requested and may assist students, visitors, and other customers in completing such documents; refers callers/visitors to appropriate departments or individuals.

5. Performs a wide variety of customer services duties, such as answering a variety of questions and responding to moderately difficult complaints; providing information regarding the College, department, information of the student or employee. Assisting in coordinating department or campus tours; assembling informational and orientation packets; making appointments with other department staff; and by referring visitors/callers to other programs, departments, off-campus services, other help agencies, and community groups, as appropriate.
6. Performs skilled word processing, data entry, and transcription using independent judgment and discretion in preparing correspondence, meeting minutes, and reports; checks drafts for, spelling, and grammar; makes or suggests corrections to drafts; inputs and retrieves data into various program, department, and/or College-wide software applications and database systems; maintains program and/or department-specific databases.
7. Copies, compares, or compiles data to produce monthly statistical reports for managers by checking data, making necessary corrections, and producing data in final form.
8. Researches records within areas of responsibility to prepare and provide follow-up information to customer and staff inquiries.
9. Gathers, assembles, updates, and distributes a variety of department-specific information, documents, forms, records, and data as requested; prepares and maintains a variety of databases and reports.
10. Responds to the public and staff inquiries regarding department and/or College policies, procedures, and timelines; explains and applies policies and procedures as required to ensure timeline compliance; monitors timelines; resolves problems of a moderate complexity within areas of responsibility.
11. Organizes and maintains various administrative, reference, imaging/scanning, and follow-up files; purges files in accordance with the records retention policy.
12. Processes and prepares a variety of documents, materials, and records according to established procedures and practices. Verifies and reviews forms and reports for completeness and conformance with established policies and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
13. Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail; receives shipments; compares packing slips with received goods; matches invoices with packing slips to ensure accuracy; prepares outgoing mail and shipments.
14. Assists in planning and organizing program or department-related events, workshops, informational seminars, presentations, and related activities.
15. Assists with and maintains departmental schedules for a variety of functions such as faculty annual calendars and calendar of events.

16. Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, printers, facsimile machines, multi-line telephones, and audio/visual equipment; may operate other department-specific equipment.
17. May make arrangements for complex scheduling and reservations of College facilities for a variety of meetings, events, classes, and other purposes.
18. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
19. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
20. Supports and abides by federal, state, local policies, Board policies, and Administrative procedures.
21. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
22. Prepares and delivers oral presentations related to assigned areas as required.
23. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Modern office administrative support practices and procedures, including the use of standard office and computer equipment.
3. Computer applications related to the work, including word processing, database, and spreadsheet applications.
4. Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned.
5. Principles and procedures of financial record keeping and reporting.
6. Principles and practices of data collection and report preparation.
7. Business letter writing and the standard format for reports and correspondence.
8. Business arithmetic and statistical techniques.
9. Record keeping principles and procedures.
10. Alphabetical and numerical filing methods.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. 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, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.

3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Perform responsible administrative support work with accuracy, speed, and general supervision.
5. Provide varied and responsible office administrative work requiring the use of tact and discretion.
6. Understand the organization and operation of the College and of outside agencies as necessary to assume assigned responsibilities.
7. Interpret and apply administrative and departmental policies and procedures.
8. Respond to and effectively prioritize multiple phone calls and other requests for service.
9. Compose correspondence and reports independently or from brief instructions.
10. Understand and carry out oral and written directions.
11. Make accurate arithmetic, financial, and statistical computations.
12. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
13. Establish and maintain a variety of filing, record-keeping, and tracking systems.
14. 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.
15. Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
16. Use English effectively to communicate in person, over the telephone, and in writing.
17. Understand scope of authority in making independent decisions.
18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
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:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. Three (3) years of varied administrative support experience preferably involving some interaction with the public or two (2) years of experience equivalent to the Administrative Specialist I.
3. Associate's degree from a regionally accredited college is preferred.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution

such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various College and meeting sites. This is primarily a sedentary office classification although standing in work areas 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 weighing 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 and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended 6/2019, 2/2023