

May 16, 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 IIDepartment: Career EducationTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday, 7:30am to 4:30pmSalary Schedule (Range): 75Background and Rationale (use back of form if additional space is needed): Position is currently a 47.5% Admin I, and has been submitted for reclass to an Admin II. With addition ofLAEP work experience grant to the workload for Perkins and Strong Workforce grants, the position has expandedto require more hours to handle the volume of personnel paperwork and another level of admin support to alignwith level of duties required due to expanded administrative requirements to process the LAEP students.

Please list any changes in the budgeted position as described above

(i.e., title, time, term, etc.). Currently an Administrative Specialist I, 47.5%, to change to an Administrative Specialist II, 100%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): See attached for acct numbers % Amount \$ 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: 7/2/2022 End date: 6/30/2031Comments: Perkins and Strong Workforce grants are renewed yearly; LAEP grant funds extend through June 2031.

## Signatures:

1. Requesting Manager Signature

Date

5/10/23

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

5/15/23

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 ☐ ModifiedIf position **does not have funding**, provide funding directions: Rationale: 

6. Signature of President/CEO

Date

☒ Continued Funded Position (ex. Vacancy)Former Employee (if applicable): Laurie MaasLast day of employment: 5/19/2023Reason for vacancy: Accepted Admin(Attach **Existing** Job Description)☐ Newly Funded Position Fiscal Year ☐ 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: Perkins, Strong Workforce, LAEP

### **Justification for increase of Career Education Admin position from 0.475 FTE to 1.0 FTE**

The primary responsibility of this position is the intake, processing, and tracking of temporary student workers, short-term hourly workers, and professional experts for Perkins and Strong Workforce projects. The yearly volume averages 100 workers. The new Learning Aligned Employment Program (LAEP) is projected to add another 75 temporary student workers per year to spend down the funding by the grant end-date of June 30, 2031. Additionally, due to personnel shortages in Purchasing, additional assistance is needed in Career Ed for equipment order tracking, ensuring the items are received in the warehouse, and obtaining invoices to ensure we meet grant closure dates. Over 100 purchase orders for supplies and equipment were processed and tracked in 2022-2023 from Perkins and Strong Workforce, with the average order size of approximately \$25,000. Increasing this admin position to full-time from part-time will allow us to support the volume of work from the new LAEP program and ensure the Perkins and Strong Workforce purchase orders are processed and received before grant deadlines.

The Administrative Specialist I position was originally funded through Perkins allocations. Funding to support the increase will be from LAEP and Strong Work Force funds.

EMPLOYER PAID BENEFITS CALCULATOR

DESCRIPTION	ACCOUNT FUND - ORG - ACCOUNT - PROGRAM	%	FORMULAS:											
			TOTAL GROSS SALARIES Rates for 22-23 Object codes:	STRS	PERS	OASDI	MEDI (LAR)	H & W	H & W	SUI	W/C	ALT RET	RET BEN	TOTAL FRINGE BENEFITS
				84%	25.370%	6.200%	1.450%	varies		0.50%	1.510%	3.000%	0.00%	
				19.10%	321000	331000	335000	341000	345000	351000	351000	381000	391000	
Admin II, Career Education 1.0 FTE, Step 3	XXXXX-XXXXXX-XXXXXX-XXXXXX			0	0	0	0	0	0	0	0	0	0	0
	17394-392030-211000-499900	35.00%	22,247		5,644	1,379	323	6,380		111	336	0	0	14,173
	17183-395100-211000-499900	35.00%	22,247		5,644	1,379	323	6,380		111	336	0	0	14,173
	17163-392210-211000-701000	30.00%	19,070		4,838	1,182	277	5,469		95	288	0	0	12,149
				0	0	0	0		0	0	0	0	0	0
			63,564	0	16,126	3,940	923	18,229	0	317	960	0	0	40,495
														104,059

PERSONNEL TYPE	BENEFITS PAID (ASSUMPTION)
CLASSIFIED FULL TIME	PERS, OASDI, MEDICARE, H&W, SUI, W/C
CERTIFICATED FULL TIME	STRS, MEDICARE, H&W, SUI, W/C
HOURLY	MEDICARE, SUI, W/C, ALT RET
STUDENT HOURLY	W/C ONLY
OVERTIME CACOSU, PROFESSIONAL GROWTH	OASDI, MEDICARE, SUI, W/C

CURRENT HEALTH & WELFARE RATES 22-23

H & W (Annually)

FACULTY 14,583

MANAGERS 18,229

CONFIDENTIAL 18,229

UNIT A 18,229

UNIT B 18,229