

July 19, 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: \_\_\_\_\_

Department: \_\_\_\_\_

Time (FTE): \_\_\_\_\_ Term (months/year): \_\_\_\_\_

Work Schedule (Days, Hours): \_\_\_\_\_

Salary Schedule (Range): \_\_\_\_\_

Background and Rationale (use back of form if additional space is needed): \_\_\_\_\_

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): \_\_\_\_\_ % 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 funding

Duration (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Signatures:**

1. Requesting Manager Signature \_\_\_\_\_

7/21/22 Date

2. Division Vice President Signature \_\_\_\_\_

7/21/22 Date

3. Chief Compliance/Budget Officer Signature \_\_\_\_\_

4. Human Resources Signature \_\_\_\_\_

Date

5. Vice President, Human Resources \_\_\_\_\_

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): \_\_\_\_\_

Last day of employment: \_\_\_\_\_

Reason for vacancy: \_\_\_\_\_

(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: \_\_\_\_\_

## **Request to Fill Process:**

### **A. Before completing the form:**

- a. The requesting manager consults with their Vice President as well as departmental budget staff and with Fiscal Services, as necessary, to identify the appropriate funding source for the position.
- b. The requesting manager consults with Human Resources, as necessary, to determine the appropriate position/job description. Human Resources (HR) works with the requesting manager, as necessary, to develop the positions description. HR will advise the requesting manager of any collective bargaining related obligations or other required processes.
- c. The requesting manager obtains final verbal approval from their department Vice President or designee.

### **B. Completing the form:**

1. **Requesting Manager (RM)** establishes that there is a continuing need for the position, that it is funded, and that it is appropriately classified. The RM then completes the top portion of the Request to Fill and submits to their Division Vice President.
2. **Division VP** reviews the request and verifies that the position meets the hiring needs. The VP then approves/denies the Request to Fill; may consult with HR. Forwards the approved Request to Fill to Fiscal Services.
3. **Fiscal Services (Budget & Accounting Technician and AVP)** reviews account information, ensures Position Number, and determines budget availability, whether currently available or future availability. The AVP, Fiscal Services signs the Request to Fill when accounting and budget information is determined. It is then forwarded to the VP of HR. If information is incomplete, the Request to Fill is returned to the Division VP for consultation.
4. **Human Resources** verifies the information and resolves discrepancies, if necessary and forward to the Vice President of Human Resources.
5. **VP of HR** reviews the request and takes the Request to Fill to President's Cabinet (PC) for approval.
6. **College President/CEO** evaluates the request to fill to ensure it meets the needs of the college and its institutional goals and determines whether the Request to Fill, is approved to fill, denied, modified, or on hold until further notice. Returns the Request to Fill, to the VP of HR. VP of Human Resources notifies Fiscal services the decision made at President's Cabinet.
7. **HR Recruiter** is assigned the approved Request to Fill, contacts the hiring manager and begins the recruitment process. If not approved in PC, the HR Director informs the Hiring Manager/Division VP of PC's decision.

## **Request to Fill Definitions:**

**Continued Funded Position:** This box is checked if the Request to Fill is for an already funded position. This position may or may not be replacing a previous employee. If it is, the employee's name and last date of employment are indicated accordingly.

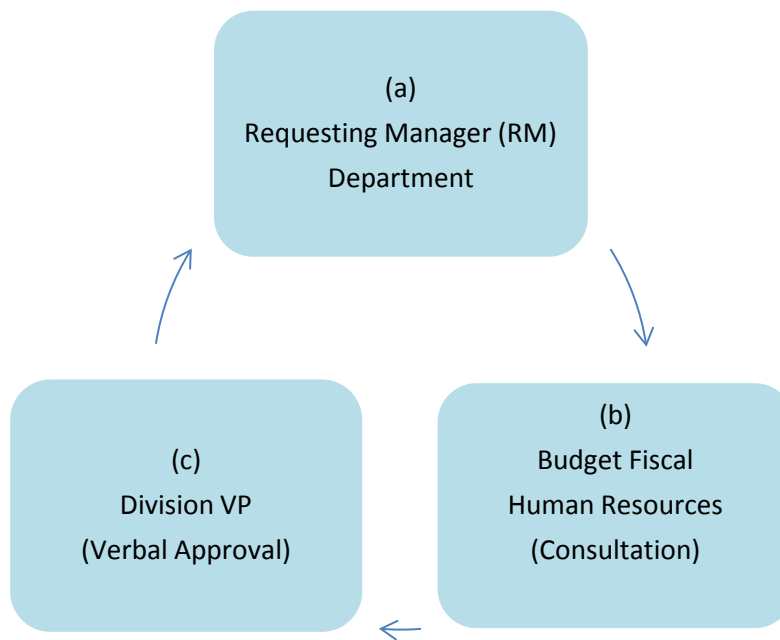
**Newly Funded Position:** This box is checked if the Request to Fill is for a newly funded position in this year's budget or has been approved for funding in the next fiscal year.

**No Existing Job Description:** This box is checked if no current job description meets the needs of the desired position. Please note, if a Classified position, the proposed job description must be reviewed and approved by CSEA prior to the position being recruited.

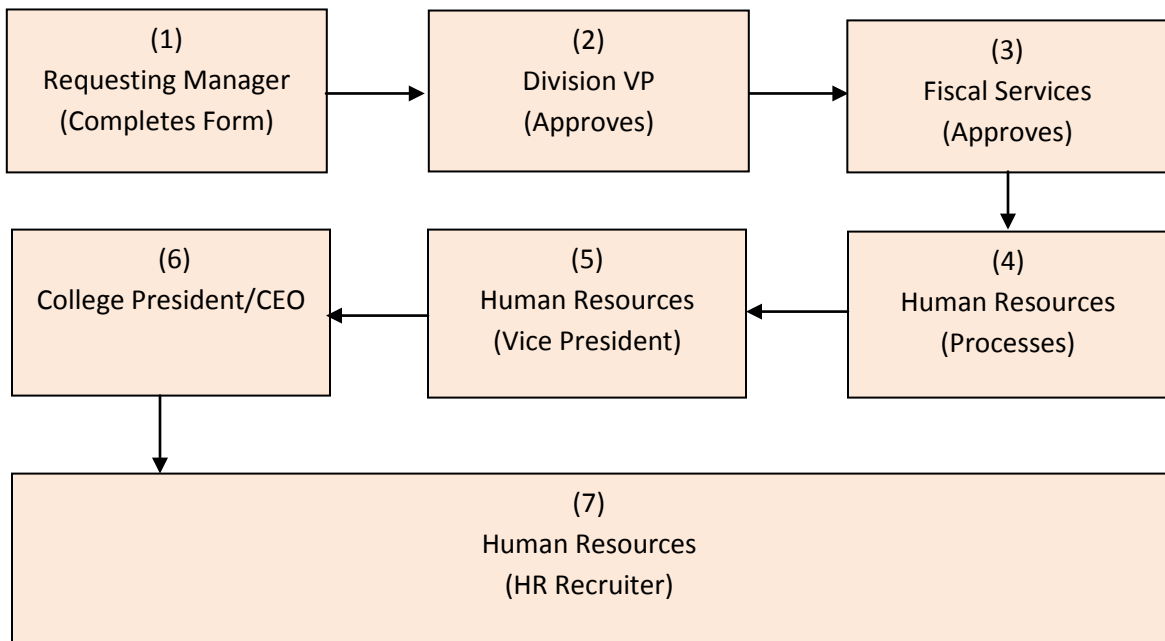
**Temporary Project Administrator:** This term refers to a temporary management employee appointed in accordance with AP 7135. These positions are hired on an annual basis, up to a maximum of five (5) years.

## Work Flowchart for Request To Fill (RTF) Process Overview

### A. Prior to Completing RTF Form



### B. Routing the RTF Form



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

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	Funding Source
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**2021-22 Budget for Position to be change:**

CA9562	0.400	A	52	3	9	Tutorial Services Assistant	11000	100.00%	13,547	2,056	15,603	<b>UGF</b>
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**2021-22 Cost to change the FTE and months of the Position:**

CA9562	<b>0.475</b>	A	52	3	<b>10</b>	Tutorial Services Assistant	11000	100.00%	17,875	2,318	20,193	
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Additional cost to change the Tutorial Services Assistant from 40.0% FTE 9 months to 47.5%FTE 10 months.	4,328	262	4,590	<b>Unknown Funding</b>
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October 25, 2021

Dear Dr. Scroggins,

Attached you will find documentation to support restoring a 16 hour per week, 9 month permanent part-time position in the ASAC to its original 19 hour per week, 10 month status. It is our belief that restoring the position to its original status to align with the other permanent part-time positions in the ASAC will allow the center to provide more consistent student support. It will also be a more attractive selling point to prospective applicants.

The position was originally reduced from its original state more than a decade ago when the employee could not fulfill her 19 hour a week obligation for personal reasons. She also wished to take an extra month off in the summer to be with her family. The LAC Director at the time worked with HR to provide this accommodation. The unspent funds were rolled over to the hourly instructional aide account.

Per the attached budget analysis by Fiscal, the impact of restoring the position would be minimal: \$4,590.00. The funds could be rolled over from the general ASAC hourly instructional aide account: 11000-324010-241000-493009.

Please consider this request. Thank you for your time.

Sincerely,

Romelia Salinas, Ph.D.

Dean, Library & Learning Resources Division

## **TUTORIAL SERVICES ASSISTANT**

### **DEFINITION**

Under general supervision, provides a variety of instructional and tutorial support to students in all subject matters; assists in the assessment of student skills, abilities, and learning styles, and, within set guidelines and procedures, provides tutorial assistance to students of all levels; assists students with the use of computer, equipment, and instructional materials related to the assigned program, and performs a variety of record-keeping, data entry, report preparation, and program support activities; provides information to students and District staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned management or supervisory staff. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is the journey-level class in the Tutorial Services Assistant series. Incumbents perform the full range of duties in operating the District's tutoring facilities, training student workers in the procedures of the tutoring services and programs, and proctoring exams. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the department's operating procedures and policies. The Tutorial Services Assistant series is distinguished from the Tutorial Services Specialist in that the latter performs more technical and complex duties and is responsible for training other tutors.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Provides one-on-one and small group instructional sessions to students in subject matter area(s) of need; identifies individual learning styles and facilitates independent learning, problem solving, and critical thinking.
- As directed, schedules a variety of test programs utilized in academic achievement, vocational, or skills assessments; provides input in the evaluation of test instruments; and maintains records of individual and group test results.
- Performs administrative support duties; answers phones, questions from students and the public regarding the services and programs provided; implements and provides information to students regarding processes, policies, and procedures related to the District's tutoring programs.
- Assists in the operations of tutorial facilities, including setting up and maintaining equipment; and maintaining the facility in a safe, clean, and orderly condition.
- Prepares and issues materials and equipment for student use; maintains records of materials and equipment used by students.
- Prepares and maintains various programmatic and/or student files and records; monitors and tracks attendance and usage of assigned functional area.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a variety of reports.
- Monitors student attendance; maintains files for each student, and informs instructors of daily progress; maintains and updates student files for each program; and schedules students for additional individual help sessions as required.
- As directed, assists in administering student surveys to monitor program effectiveness.
- Prepares and maintains various records and reports related to operations and activities of assigned area as required.
- Operates a variety of equipment related to the specialized area of assignment.

- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, procedures, and equipment of assigned subject area.
- Tutorial techniques for enhancement of student learning.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Record keeping principles and procedures.
- Modern office administrative practices, methods, computer equipment and computer applications related to work, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills & Abilities to:**

- Provide instructional assistance and technical advice to students on the availability and uses of instructional materials and equipment.
- Provide information and assistance to students and staff.
- Ensure the care and security of assigned equipment, materials and supplies.
- Set up, service, adjust, and make minor repairs to lab equipment.
- Issue and receive equipment and supplies.
- Understand and follow oral and written directions.
- Maintain records and prepare reports.
- Interpret, apply, and explain Federal, State, and local, administrative and departmental laws, codes, regulations, policies, and procedures.
- Operate modern office equipment, including computer equipment, copiers, printers, software programs, and cash register.
- Organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from a regionally accredited college in liberal arts or related field and three (3) years of responsible related experience.

**Licenses and Certifications:**

None.

**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, before groups, and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas. 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 frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and shelve materials. 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. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.