

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: Custodian IDepartment: Custodial ServicesTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): M-Th 10PM-6AM Fri 6P-2ASalary Schedule (Range): 39Background and Rationale (use back of form if additional space is needed): This New Custodian I position is required to establish and maintainessential cleaning services to the new aquatic center. This position isvital to maintain a healthy, attractive facility, consistently meet anAPPA level 3 cleaning standard, and protect the college's long term investment.

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 625000 212000 653000 2100 100 % Amount \$ \$87,054
Account Number(s): _____ % Amount \$ -85,263Funding: (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: Funded with NRA 14; President's Cabinet approved on 8/18/22**Signatures:**1. Requesting Manager Signature [Signature] Date 09/12/22 4. Human Resources Signature [Signature] Date 9/21/222. Division Vice President Signature [Signature] Date 09.15.2022 5. Vice President, Human Resources [Signature] Date 9/22/20223. AVP Fiscal Services Signature [Signature] Date 09/20/22Funding available ☒ Funding not available ☐ Position Number: CB9868 Contract Number: 214106

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 [Signature] Date September 27, 2022☐ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): N/A
Last day of employment: _____
(Attach **Existing** Job Description)☒ Newly Funded Position Fiscal Year 2022/23☐ 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: General Fund NRA 14

2022-23 NEW RESOURCE ALLOCATION REQUESTS - PRIORITIZED SUMMARY

(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.)

TEAM: Administrative Services

Priority Number	Division	Department-Org/Department's	Description	To Be Completed By Departments	Justification of Need	One-time	Ongoing	Total Requested	Strategic Goals
	Police & Campus Safety	Mike Williams	Campus Parking Management System-LPR Based		The campus parking system (turbo-DataSystems) does not provide an integrated parking management system that supports automated parking pass issuance or LPR citation issuance. Our previous vendor (Credentia) stopped providing parking system services to the college effective Fall 2021. Therefore, the college began an RFP process to identify a vendor, that can provide a fully integrated and technologically advanced parking management system capable of supporting the parking pass and citation needs of the campus. The college entered into a cooperative agreement-RFP process via Sourcewell. At the conclusion of the RFP, T2 was selected as the most qualified vendor. The new technology will make it easier for students to obtain parking passes (online) and provide for the enforcement of campus parking regulations via LPR. Ultimately, the new system will better serve the needs of our student and staff communities and reduce the revenues that are expended for related administrative and parking enforcement staff. The requested funding includes training cost associated with the new system. Funding Summary: \$454,000-Equipment/Training (One-time); \$200,000-System Infrastructure (One-time); and \$15,000 (Maintenance/fees Ongoing Cost). This request aligns with Cabinet Budget Priority # 2-Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions	654,000	15,000	669,000	5,6
	Purchasing/Fiscal Resources/IT	Angelic Davis	Professional Services for Inventory of Campus Assets and New Asset Software		Completing physical inventory every 2-years is a requirement of the College's to comply with best practices of Accounting and to maintain fiscal independence. Due to the pandemic, the physical inventory was not conducted as scheduled. Upon returning to campus, it was found that there is not a clearly established process that exists for managing inventory, surplus, and disposal of assets. It is recommended that a professional consulting firm is utilized to complete a physical inventory due to the large size of our campus, and to ensure accuracy in conducting the inventory, and assist us in recommending an asset management software, or advise how to best utilize exiting software to maintain an accurate tracking of assets, to include surplus and disposals processes. Lead: Angelic Davis; Marisa Ziegenhohn, Anthony Moore Aligns with Cabinet Priority #2 Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions	300,000		300,000	4,6
	IT - Security & Infrastructure	Chris Schroeder	Assistant Director, Information Security at classified management range 17 <u>**Approved for Technology Categorical Funds**</u>		Cybersecurity attacks are on the rise in higher education. According to a recent Forbes article, cyber-attacks cost higher education institutions an average of \$112,000 in ransom payments while the total cost of resolving the attack is much higher! Year-to-date California schools and colleges have experienced the largest number of attacks (22 attacks affecting 303 schools) with the total cost of downtime being \$1,640,859,984. Mt. SAC IT Department systems have caught thousands of attempted attacks in just the last three months. While strategically placed systems and new cyber security training are helping protect our network, the Assistant Director will provide critical skills and resources that we currently lack in our efforts to provide a robust information security infrastructure. The Assistant Director will lead the implementation of an information security team to measure, report, and effectively remediate discovered information security vulnerabilities; publish standard operating procedures, policies, and workflows for handling information security incidents; provide monthly reports showing trends of its operations and efficacy. Aligns with <u>Cabinet Priority #1</u> Stabilize General Fund with both Revenue and Expense Solutions, and Cabinet Priority #5 Restructure to Meet Program Staffing Needs.		221,457	221,457	1, 2, 4, 5, 6
	FM&O	Central Plant/Bohan	CHW Loop On-Line Disinfectant Feed System		The 2M gallon Thermal Storage Tank has an open vent to aid in expansion and contraction of the chilled water loop system. This open vent is located above the tank in parking lot H. Unfortunately this allows debris and airborne contaminants to enter the chilled water storage tank and system. It is highly recommended we install an automated biocide chemical feed system into the chilled water tank and/or loop at the Central Plant. Nalco has provided a preliminary quote and future analysis of their proposed solution is necessary. Scheduled Maintenance funds will be required for the initial equipment and any fencing. Cabinet Priority #2		15,000	15,000	4
	FM&O	Custodial/McAlpin	Custodial I -Student Center (1) FTEs, Range 39, PH1		Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new Student Center. Additional SF of 112,343 to maintain with added building features. This Phase 1 for the Student Center consists of 2 custodians. Cabinet Priorities # 1, 5		85,263	85,263	2, 4
	FM&O	Custodial/McAlpin	Custodial II -Student Center (1) FTEs, Range 44, PH1		Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 112,343 to maintain with added building features. This Phase 1 for the Student Center consists of 2 custodians. Cabinet Priorities # 1, 5		88,577	88,577	2, 4
	Technical Services - Event Services	Kevin Owen Brandin Bowman	Provide funding for in-progress classification updates to Event Technician 1 (Currently A68) and Event Coordinator (Currently A89) job descriptions <u>**Pre-approval pending reclassification process**</u>		The job descriptions for the Event Tech I and Event Coordinator are being updated to include relevant scope and duties, especially to support operations in the Student Center. The salaries for the job descriptions are being evaluated against comparison schools for parity and are on track to be updated. This request provides funding for the upcoming changes. This aligns with Cabinet Priority #5 - Restructuring to Meet Program Staffing Needs. **One-time funds covers changes to the 22-23 Fiscal Year. Ongoing funding to begin in the 23-24 year going forward. Budget projection by Fiscal Services in July 2022 (Tentative changes A68-A75 and A88-A95).	20,449	21,392	41,841	G2, G4
	Technical Services	Kevin Owen	Provide funding for in-progress updates to the Manager, Technical Services Engineering job description (Currently M14). Updates include additional job scope and to provide parity with other technical support management positions. Title will be changed to Manager, Audio Visual Services <u>**Pre-approval pending reclassification process**</u>		There has been a significant increase in job scope since the creation of this position in 2015 and this position impacts nearly every department and area on campus. When this position was created, there were approximately 250 classroom AV systems on campus, 4 digital signage systems, no integrated audio/paging, no Alertus installations and network cameras were not under this position. There are now over 525 AV systems, 40 digital signage systems, Alertus in 10 buildings and in all new construction projects, integrated audio distribution and paging across campus, and a central camera system, with over 250 cameras. This position oversees AV system design in all new construction projects and numerous upgrades and new installations across campus, along with technical support for the 525+ AV systems on campus. The number of direct reports this position oversees has grown and now includes a Special Project Manager. Additionally, this position needs to be elevated to be equitably aligned with the Manager, Technical Support Position. This aligns with Cabinet Priority #5 - Restructuring to Meet Program Staffing Needs. Budget projection by Fiscal Services in June 2022, M14-M16.		12,415	12,415	G2, G4

	Fiscal Services	Morris Rodrigue	Fiscal Services Analyst 1 FTE, Range 120, 12 months	This continues to be a need for the Fiscal Services department, especially due to the recovery from the pandemic as the department continues to advise, monitor, and report on a large number of restricted funding, budget, and personnel projections. The personnel transactions requests have increased by 91 percent from 2017-18 to 2021-22 (from 720 transactions to 1,374). The grants and categorical programs have increased from 121 in 2018-19 to 160 in 2021-22. The current Fiscal Analyst is devoted to maintain the budget Questica software and requests from departments, leaving minimal time to accomplish other tasks. The current Fiscal Analyst worked 346.25 hours of overtime, which is equivalent to 8.7 weeks of work. There are a myriad of compliance reports, audit/fiscal independence reports, internal control reviews, financial software applications, collective bargaining analysis requests, complex personnel conversions and projections, apportionment/enrollment reports, specials account analysis, development of business processes, and accreditation reports that require a higher level of expertise to ensure audit compliance, accurate reporting, and ability to analyze and troubleshoot financial transactions. Due to the high turnover in the department, there is a need to develop procedures, train staff, re-train and create training material. There are no staff that can help with staff training. A higher level of knowledge and complexity is required to accomplish these tasks. Having accurate and reliable financial information in a timely manner directly supports the ability for the College to obtain and maintain funding for the Unrestricted and Restricted Funds and is aligned to Presidents Cabinet priorities: 1. Stabilize General fund with both Revenue and Expenditure Solutions 2. Reduce future operating expenses with integrated sustainable and technology based solutions 3. Invest in diversified enrollment growth and retention strategies 4. Emphasize Equity and Basic Needs Integration and Academic Support 5. Restructure to meet program staffing needs		140,957	140,957	1, 2, 5
	FM&O	FM&O -Bohan	Custodial/Maint/Gnds - Supplies for Student Center- PH1	Cabinet Priority #5 Annual and Periodic Fire Protection Systems including Fire Sprinklers, Fire Alarms, Fire Alarm Monitoring, Fire Extinguishers, Fire Suppression, Fire Curtains are all Building Code and LA County Fire Department Requirements. Elevators/Escalators are CA State Code Required to have a licensed 3rd party Elevator company perform the monthly elevator inspection, annual inspections, and 5 yr. inspections. Backflow Preventers are required to be annually inspected within LA County. Kitchens have walk-in refrigerated storage as well as freezer storage. Both require refrigeration system expert for maintaining proper health code required temperatures. The temperatures also need to be monitored either manually on chart sheets or with electronic data loggers and alarm alerts. The kitchens also have specific sanitary sewer drain lines that need to be jetted periodically which requires the 3rd plumber for work-load demands. The sanitary sewer lines run to a grease interceptor tank which needs to be pumped out on a periodic basis based on kitchen usage with the minimum of twice per year. The water softener is required to protect the useful life of the boilers and requires periodic testing of the resin performance for hardness removal and the additional cost of salt pellets	43,355		43,355	2, 4
	FM&O	Custodial/McAlpin (broken out)	Custodial/Maint/Gnds - Supplies for Student Center- PH1	Cabinet Priority #5 The new Student Center will have 6 large Men's & Women's Bathroom with a set on each floor. There will also be nine Gender Neutral restrooms within the building. Restrooms will need to be cleaned and sanitized on a periodic basis with normally two time/day minimum. Restrooms will be stocked with sanitary dispenser and supplies. Restrooms, Conference Rooms, Hallways, Meeting Rooms, and Escalator areas will be cleaned. Supplies are needed for proper cleaning and sanitizing of the Student Center Building Spaces.	17,141		17,141	
	IT - Security & Infrastructure	Chris Schroeder	Hardware refresh for existing A10 Load Balancers.	The College currently powers Banner and Luminis Portal with two hardware load balancers. This hardware provides high availability and scalability of the systems by balancing user requests across multiple servers that act as one website or service. A five-year replacement cycle on this equipment would follow best practices and a seven-year replacement cycle is reasonable. The existing A10 1030 Load Balancers are entering their 10th year of service, which is outside reasonable limits for a replacement. At 10 years, if equipment is still eligible for support, the maintenance costs have increased and the equipment is not able to support the latest technology enhancements.	40,000	6,000	46,000	2, 4
	Technical Services - Broadcast Services	Kevin Owen Mike Nichols	Overtime funding to support instruction in the RTV Program	Aligns with Cabinet Priority #2 Reduce Operating Expenses with Integrated Sustainable and Technology Based Solutions The RTV program has grown and is now doing approximately 40% more remote production shoots than were done in previous years. These shoots occur outside regular work hours and on weekends. Current shoots include Football, Basketball, Baseball and a number of performances in the Performing Arts Center. Previously, one classified employee supported these shoots in the video truck. Shoots now require a second classified employee to assist with the shoots. This request provides funding for the added shoots that require support, plus adding a second staff member at all shoots. This funding is required to sustain instructional programs and avoid reducing staffing levels and instructional support. This request aligns with Cabinet Priority #3 to Retain Enrollment. Classes supported: RTV 100 (11 students), RTV-41 (8 students), RTV-21 (18 students).		19,000	19,000	G3, G4
	Technical Services - Audio Visual Services	Kevin Owen Chris Rodriguez	Fund an AV operational budget to support supplies, maintenance, replacement & labor in supporting classroom AV systems. There is currently NO BUDGET to support the growing 525 instruction critical classroom systems. This is a critical need, as our current path is not sustainable.	AV is currently working without an operating budget to support normal operations. Each year funding is requested to sustain regular operations and includes allocations for supplies, equipment, repairs, services, software and labor expenses. It has been determined that this support cannot come out of Bond funding. This has been awarded numerous times out of one-time funds. Remaining unused funds are not sufficient to support the 22-23 year. Breakdown: Repairs, \$24,000, Supplies, \$43,500, Equipment, \$27,000, Contracted Services \$10,000, Labor: \$6000 This request aligns with Cabinet Priority #1 - Stabilizing General Fund Expenses.	110,500		110,500	G4, G6
	FM&O	Custodial/McAlpin	Custodial I -Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 39	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 148,975 to maintain with added building features. Continued extra cleaning/sanitation for COVID protection. See Total Cost of Ownership analysis. Cabinet Priorities # 1, 5		85,248	85,248	2, 4
	FM&O	Custodial/McAlpin	Custodial II-Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 44	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 148,975 to maintain with added building features. Continued extra cleaning/sanitation for COVID protection. See Total Cost of Ownership analysis. Cabinet Priorities # 1, 5		88,577	88,577	2, 4
	FM&O	Custodial/McAlpin	Custodial Lead -Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 52	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 148,975 to maintain with added building features. Continued extra cleaning/sanitation for COVID protection. See Total Cost of Ownership analysis. Cabinet Priorities #1, 5		94,298	94,298	2, 4

CUSTODIAN I

DEFINITION

Under general supervision, performs a range of custodial duties and responsibilities to maintain a clean, healthy, and productive learning and working environment. Specifically, performs work related to the care, maintenance, and cleaning and sanitizing of assigned buildings and facilities; adjusts furniture and equipment as necessary; interacts with and provides basic information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Provides basic instructions or training to temporary employees and/or staff.

CLASS CHARACTERISTICS

This is the journey-level I in the custodial class series that performs the full range of duties required to ensure that College buildings and facilities provide the highest level of safety for public and staff use. Work is often performed in an assigned area and may involve working around other College staff and/or the public, depending upon assignment. Positions 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 work unit. This class is distinguished from Custodian II in that the latter is responsible for more technical duties, uses heavy duty equipment, is able to address more advanced stages of pathogens, and is capable of performing the most complex duties assigned to the function.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs custodial activities within assigned areas; sweeps, scrubs, mops, strips, waxes, and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops, and other work areas; spot cleans and shampoos carpets.
2. Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, elevators, and other facilities as assigned; dusts and polishes furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris, and graffiti as needed.
3. Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tile, walls, and windows with standard and specialized cleaning equipment; unclogs drains and toilets.
4. Cleans, disinfects, and sanitizes areas utilizing recommended processes when anyone is exposed to human blood, blood by-products, or other potentially infectious materials according to Occupational Safety and Health Administration's (OSHA) Blood-Borne Pathogen Standards and the Center for Disease Control (CDC) guidelines for Disinfection and Sterilization guide.
5. Picks up paper and other debris from College grounds, walkways, and areas adjacent to College facilities; sweeps concrete surfaces adjacent to College buildings.
6. Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, automatic scrubber (both ride on and walk behind), pick-up machine, extractor, steamer, bonneting, and other equipment as assigned.
7. Performs minor maintenance to buildings and adjacent grounds; replaces light bulbs and tubes; cleans chalkboards, white boards, trays, and erasers; empties pencil sharpeners; cleans tables, chairs, and floors.
8. Moves and arranges furniture and equipment; prepares classrooms, gymnasiums, and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables, and other furniture and equipment; cleans up furniture, equipment, and debris following events.

9. Locks and unlocks doors, gates, and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.
10. Reports safety, sanitary, and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority, and reports unauthorized individuals, as necessary.
11. Participates in the thorough cleaning and restoration of campus facilities during student semester break periods.
12. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
13. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees; observes safe work methods and makes appropriate use of related safety equipment as required.
14. Assists in maintaining records of maintenance and cleaning activities; inventory of equipment and supplies for assigned area(s).
15. 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.
16. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
2. Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
3. Proper use and minor maintenance of hand and power tools, blowers, and equipment used in custodial work.
4. Basic facility maintenance techniques and materials.
5. Basic principles and procedures of record keeping.
6. Safe work methods and safety practices pertaining to the work.
7. Safe driving rules and practices.
8. 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. Use and operate a variety of custodial equipment, including vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, broom, and window washing equipment.
2. Clean and care for assigned areas and equipment.
3. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
4. Follow department policies and procedures related to assigned duties.
5. Understand and follow oral and written instructions.
6. Organize own work, set priorities, and meet critical time deadlines.
7. Use English effectively to communicate in person, over the telephone, and in writing.
8. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
9. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

10. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Experience equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses and Certifications:

Possession of and ability to maintain a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in various College buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to operate a motor vehicle, and to operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 7/2020