

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 IIIDepartment: ACCESS/DHHTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): M-F, 8:00 - 4:30Salary Schedule (Range): Range 81Background and Rationale (use back of form if additional space is needed): see attached

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): 11000-522100-211000-642000-2100 100 % Amount \$ \$103,713Account Number(s): _____ % Amount \$ 401,487Funding: (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 8/22/222. Division Vice President Signature [Signature] Date _____3. Chief Compliance/Budget Officer Signature [Signature] Date 10/05/224. Human Resources Signature [Signature] Date 10/13/225. Vice President, Human Resources [Signature] Date 10/13/2022☒ Funding available ☐ Funding not available Position Number: CA9215 Contract Number: 213146

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 October 18, 2022☐ 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 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: **STUDENT SERVICES DIVISION**

Priority Number	Department /	Department-Org/ Department's Contact	Description	To Be Completed By Departments Justification of Need	One-time	Ongoing	Total Requested	Strategic Goals
	Arise	Aida Cuenza-Uvas	Student Services Program Specialist II (A-79)	<p>The funding requested provides a baseline for staffing needs and the discretionary funds to facilitate the continuance of programmatic activities initially established through the two previous federal grant awards, the current of which ends on September 30, 2022. The Student Services Program Specialist II plays a key role in the daily operations and visibility of the program. The discretionary funds provide on-going support for hourly staffing that include adjunct counseling and peer mentors to support student engagement and academic planning. Program activities are designed to promote student development along with their navigational and social capital, as well as provide a culturally-affirming space through leadership development, milestones recognition, student development via talking circles, workshops, the APAHE conference, Digital Storytelling Project, educational fieldtrips that focus on Asian Pacific Islander Desi American (APIDA) socio-historical experiences, and familial/community engagement events. Collectively, the program tracks students' progression toward completion, provides opportunities for holistic student development that are also culturally-relevant, and celebrates the academic achievements of students. The Arise Program seeks to expand its visibility among the surrounding community, especially to increase knowledge and access among underserved APIDA communities. This request for institutionalization contributes to the college's goals to diversify enrollment growth and supports the restructuring of the program as part of the institutionalization process.</p> <p>The Arise Program's federal AANAPISI grant funding ends 9.30.22. This request is to institutionalize the Student Services Program Specialist II position due to lack of funding. Funding is available from 7.1.22 to only 9.30.22 when the federal deadline to expend all remaining grant funds expires. This position is essential to the Arise Program's operations, including recruitment and retention support of students from Asian and Pacific Islander as well as students from other minoritized backgrounds.</p> <p>Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies & #5 Restructure to Meet Program Staffing Needs.</p>		\$ 107,658	\$ 286,845	1, 3,4,6
	Dean, Student Services	Koji Uesugi	FT Coordinator, Project/Program (A-95)	<p>Permanent FT position to provide coordination of programs and services in the new Student Center set to open in spring 2023. The coordinator also provides leadership for the C-Counter on the second floor of the Center to provide information and direct assistance to students, faculty, staff, and community members with "concierge services."</p> <p>Aligns with Cabinet Priority #5 Restructure to Meet Program Staffing Needs.</p>		\$ 113,930	\$ 113,930	2,3,4,5
	High School Outreach	Tannia Robles	F/T Student Services Outreach Specialist (Community and Family Focus) (A-81)	<p>HSO does not have the staffing capacity to provide intentional outreach services to the local community centers, non-profit organizations, churches, cultural centers, and the families of middle school and high school students. This outreach specialist will focus on family and community outreach including working collaboratively with SS cultural programs (e.g. El Centro, Aspire, and Arise) and non-credit.</p> <p>Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies & #5 Restructure to Meet Program Staffing Needs.</p>		\$ 101,487	\$ 101,487	1,3,4,6
	Behavior Wellness Team	Malia Flood	Reclassification of BWT Coordinator/Case Manager (A-105, CA9279, Haneen Alghita-Aguilar) to (A-124) **Pre-approval pending reclassification process**	<p>The BWT Coordinator/Case Manager (CA9279, Haneen Alghita-Aguilar) provides comprehensive, campus-wide case management services for students of concern referred to the BWT. In addition, there are several equity program social workers who "meet students where they are at" and provide program specific wrap-around support services, for example, system impacted, foster youth, DACA, and basic needs. There is a need for some centralized support and reporting structure for the equity program social workers, for example, meeting to share resources, forms, reporting, outcomes, best practices, case management, and training. Currently, the equity program social workers often refer students to the BWT, and the BWT Coordinator/Case Manager has the training, skills, and big-picture campus vision to provide a centralized support structure for the equity program social workers. Reclass BWT Coordinator/Case Manager to A-124, which is in alignment with of Mental Health Clinicians (A-124), given similar job responsibilities and duties. Also, hire FT Social Worker (A-105) for BWT due to increased numbers and complexities of student referrals from faculty and staff, and to support equity program social workers.</p> <p>Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies & #5 Restructure to Meet Program Staffing Needs.</p>		\$ 11,118	\$ 11,118	2,3,4,6
	DHH	Malia Flood	FT Administrative Specialist III (A-81)	<p>The DHH Program has grown in size and complexity over the last few years, serving about 200 students annually with interpreters, captioners, academic support, mentoring, enrichment activities, and cohort classes. Currently, the DHH Program/DHH Director does not have any dedicated administrative support. An Administrative Specialist III is needed to complete administrative duties such as hire documents and time sheets for the large number of DHH employees, plus budget, calendaring, event planning, and correspondence. This position will work for DHH Program and DHH Director (ACCESS anticipates being able to fund this position).</p> <p>Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies.</p>		\$ 101,487	\$ 101,487	3,4,6
	Dean, Student Services	Koji Uesugi	FT Coordinator, Multicultural Center (A-105)	<p>A critical component of the Student Center is the new Multicultural Center, which is Mt. SAC's first dedicated multiuse space that will be accessible to the campus community to learn and celebrate the diversity of our students and the broader campus community. The new Multicultural Center will serve as a hub for both students and faculty/staff/managers to participate in DEISA-focused special events as well as to access information and resources. Without staff, the entire area will be unsupervised. Office space has already been designated for this position. A full-time coordinator is necessary to develop and run diversity and inclusion programs, including major campus events, manage the flow of students using the Center, provide oversight, curate informational and inspirational artwork and other displays, and collaborate with student services and instructional departments to promote Mt. SAC's DEISA efforts.</p> <p>Aligns with Cabinet Priority #5 Restructure to Meet Program Staffing Needs.</p>		\$ 123,944	\$ 123,944	1,2,3,4,6

ADMINISTRATIVE SPECIALIST III

DEFINITION

Under general supervision, performs a variety of intermediate administrative support duties that requires a significant level of knowledge of the assigned department, its services, policies, procedures, and operational details.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from 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 III classification is the third 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 III level typically performs a wide variety of journey level administrative tasks to relieve department head of routine matters. Incumbents at this level are capable of performing intermediate administrative support duties, including assisting with budgets, providing department office coordination, and assisting in department-related projects and programs. Incumbents at this level are required to be fully trained in all procedures related to the assigned department of responsibility, working with an intermediate degree of independent judgment, tact, and initiative. This class is distinguished from the Administrative Specialist IV in that the latter acts in a higher-level capacity providing an advanced level of professional assistance to a division head.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs journey level duties of a supportive and sensitive nature; represents the department at meetings as assigned; coordinates multiple calendars, schedules meetings, makes travel arrangements, and handles sensitive materials; acts as a liaison between the department head and other staff or the public, assists resolving issues, problems, and complaints as appropriate.
2. Assists with the preparation of the department budget, including gathering and analyzing data related to expenditures and projected charges; monitors budget expenditures and revenues; initiates department purchases for office supplies and other items as assigned; authorizes payment of invoices; processes department requisitions and appropriation transfers; assists in the development of contracts; develops special statistical reports regarding budgetary information.
3. Assists with program or department budget tracking and reconciliation systems; resolves discrepancies; processes department requisitions and appropriation transfers; follows up with vendors; prints and reviews invoices for accuracy.
4. Performs other financial and accounting related duties, including reconciling purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase and expenditure requests, and purchase orders.
5. Schedules and/or coordinates meetings, seminars, conferences, and training sessions for department staff; acts as meeting secretary including preparing agendas and informational packets, setting up meeting and training rooms, and taking and transcribing minutes for assigned boards and commissions; prepares complex departmental agenda items and packets for Board of Trustee meetings.

6. Assists with planning and coordinating of departmental or campus-wide events, functions, meetings, and various other periodic committee, and employee training sessions.
7. Assists assigned department projects, processes, and/or programs as assigned by managerial personnel; provides assistance to department staff in various research and department-related projects; participates in developing and implementing department or campus-wide policies and procedures.
8. Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, statistical and analytical reports, organization charts, program plans, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material using a computer; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
9. Processes and prepares a variety of documents, materials, and records according to established procedures and practices, such as departmental documents, payroll records and monitoring payroll and expenditures for grant compliance. Calculates, inputs, and tracks faculty loads and lecture hour equivalency; ensures accuracy of the department's class schedules; submits faculty attendance reports monthly.
10. Provides information to the public to ensure an understanding of department and College policies and procedures; listens to questions and responds to staff inquiries and complaints, and explains procedures requiring a significant level of independent judgment, discretion, and interpretation; refers to the appropriate department source; resolves problems of a complex nature when appropriate.
11. Designs and implements complex file, index, tracking, and record keeping systems; researches and/or gathers records, data, and written information regarding departmental programs and processes to prepare complex reports and provide follow-up information to customer and staff inquiries.
12. May provide support to or serve in assisting the department head or President in the Executive Assistant's absence.
13. 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.
14. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Practices and methods of general office administration, including the use of standard office equipment.
2. Principles and practices of providing technical and functional direction and training to assigned staff.
3. Computer applications related to the work, including word processing, database, and spreadsheet applications.
4. Applicable federal, state, and local laws, codes, regulations, and policies, technical processes, and procedures related to the department to which assigned.
5. Principles and procedures of financial record keeping and reporting, basic accounts payable, and purchasing. Including business arithmetic, financial, and statistical techniques.
6. Principles and practices of data collection and report preparation.
7. Business letter writing and the standard format for reports and correspondence.
8. Record keeping principles and procedures.
9. Modern office practices, methods, and computer equipment.
10. Alphabetical and numerical filing methods.
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, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Maintain confidentiality and be discreet in handling and processing confidential information and data.
2. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
3. Perform responsible administrative support work with accuracy, speed, and general supervision.
4. Provide varied and responsible office administrative work requiring the use of tact and discretion.
5. Plan, schedule, assign, and oversee activities of assigned personnel.
6. Inspect the work of others and maintain established quality control standards.
7. Train others in proper and safe work procedures.
8. Identify and implement effective course of action to complete assigned work.
9. Understand the organization and operation of the College and of outside agencies as necessary to assume assigned responsibilities.
10. Compose correspondence and reports independently or from brief instructions.
11. Understand and carry out complex oral and written directions.
12. Research, analyze, and summarize data and prepare accurate and logical written reports.
13. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
14. Establish and maintain a variety of filing, record-keeping, and tracking systems.
15. 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.
16. Operate modern office equipment, including computer equipment and specialized software applications programs.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner 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:

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 the completion of the twelfth (12th) grade supplemented by college-level coursework and five (5) years of varied administrative support experience preferably involving interaction with the public or two (2) years of experience equivalent to Administrative Specialist II. An Associate's degree from a regionally accredited college is preferred.

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; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in 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.