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 III_____

Department: _____Human Resources_____

Time (FTE): __1.00__ Term (months/year): __12 months__

Work Schedule (Days, Hours): __M - TH 8:00 - 5:00, F 8:00 - 4:30 PM__

Salary Schedule (Range): _____A - 81_____

Background and Rationale (use back of form if additional space is needed): _____Reclassifying the Administrative Specialist I to Administrative Specialist III to assist the Title IX & Leaves Administration Department._____

☑ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Harry Nakaoki
Last day of employment: 8/5/2022 ✓
Reason for vacancy: Promotion
(Attach **Existing** Job Description)

☐ Newly Funded Position   Fiscal Year __22-23__
☐ 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: _____NRA 14_____

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.**

11900-200000-211000-673000-2100   90.74% $103,713

Account Number(s): ~~11000-200000-213000-673000-2100~~   ~~100~~ % Amount $ ~~100,391~~

Account Number(s): 11000-200000-211000-673000-2100   9.26%   _____% 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: _Funded with NRA 14; President's Cabinet approved on 8/18/22_____

Signatures:

Ryan Wilson	9/21/2022	_Tika Dané-Harris_	9/21/22
1. **Requesting Manager Signature**	Date	4. **Human Resources Signature**	Date
signature	9/21/2022	_signature_	9/21/2022
2. **Division Vice President Signature**	Date	5. **Vice President, Human Resources**	Date
Rosa Royce	10/04/22		
3. **Chief Compliance/Budget Officer Signature**	Date		

☒ Funding available   ☐ Funding not available   Position Number: __CA9231__ Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately   ☐ Denied   ☐ Modified

If position **does not have funding**, provide funding directions:_____

Rationale: _____

William T. Scroggins	October 11, 2022
6. **Signature of President/CEO**	Date

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	NAME	FUND	ACCOUNT PERCENT	TOTAL SALARY	FRINGE BENEFIT ACCTS						TOTAL BENEFITS	FY 22-23 Sept - June (10 months)	ACCOUNT PERCENT	FY 23-24	Funding Source
											321000 PERS	331000 OASDI	335000 MEDI	341000 H&W	351000 SUI	361000 W/C					
									From:												
FY 22-23 Budget of Original Position:																					
CA9231	1.000	UA	69	3	12	Administrative Specialist I	*Vacant*	11900	100.00%	46,827	11,880	2,903	679	15,325	234	693	31,714	78,541	100.00%	98,153	*UGF (One-Time)*
									To:												
FY 22-23 Reclassification of Original Position:																					
CA9231	1.000	UA	81	3	12	Administrative Specialist III	*Vacant*	11900	90.74%	47,878	12,147	2,968	694	13,905	240	709	30,663	78,541	90.67%	98,153	*UGF (One-Time)*
								11000	9.26%	4,888	1,240	303	71	1,420	24	72	3,130	8,018	9.33%	10,102	*NRA 14*
									100.00%	52,766	13,387	3,271	765	15,325	264	781	33,793	86,559	100.00%	108,255	
Total one-time additional cost to reclassify position CA9231 from Admin Spec I to Admin Spec III										$ 5,939	$ 1,507	$ 368	$ 86	$ -	$ 30	$ 88	$ 2,079	$ 8,018			*NRA 14*
Total ongoing additional cost to reclassify position CA9231 from Admin Spec I to Admin Spec III																				$ 10,102	*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: Human Resources

To Be Completed By Departments									
Priority	Division	Department-Org/Department's	Description	Justification of Need				Total	Strategic
Number		Contact Staff			One-time	Ongoing		Requested	Goals
	Human Resources	200000 / EEO & Recruitment / Tika Davé-Harris	New Position: Human Resources Analyst (DEISA, Temp Employment, & Recruitment Process)	To provide timely and accurate recruitment services supporting the organization's goal, the recruitment volume must be manageable; hiring times must be decreased; processes automated and implemented, and processes consistently monitored and analyzed. There was a significant temporary drop in active recruitments during the campus closure due to the pandemic. However, since the beginning of 2021, the number of recruitments has increased to the pre-pandemic level and has remained consistently high. New positions and employee separations are ongoing; therefore, the number of active recruitments will continue to grow. For example, from July 1, 2021, through June 30, 2022, there were 8,658 job applications received and screened for faculty, classified, confidential, and management positions. The 2021-22 average vacancy fill time was six (6) months. To support these initiatives, this HRA will evaluate, analyze, continuously monitor, and maintain the process to determine the effectiveness and ensure efficiency; revise current and create new standard operating procedures to implement the hiring administrative procedures to align with the recruitment process with DEI. This HRA will also be responsible for assessing temporary employee hire requests by verifying proper classification upon hire and making recommendations regarding the need to convert temporary positions into permanent positions. This will ensure the college remains compliant with laws that govern the use of temp employees. The goals and work are ongoing. The volume of work required cannot be added to existing staff members as they do not have the capacity to take on additional responsibilities due to the volume of their current workload and/or job classification. This request aligns with 22-23 Budget Priorities #4 Emphasize Equity and Basic Needs Integration into Academic Support and # 6 Restructure to Meet Program Staffing Needs		149,450		149,450	1, 4
	Human Resources	200000 / EEO & Recruitment / Tika Davé-Harris	New Positions: One (1) Human Resources Technicians (Recruitment) (100% FTE)	In order to provide timely and accurate recruitment services in support of the organization's goal, the recruitment volume must be manageable; hiring times must be decreased; processes automated and implemented; and processes consistently monitored and analyzed. Recruitments experienced a temporary drop in application during the pandemic, but since have consistently been high and are expected to remain in the same manner. For example from July 1, 2021, through June 30, 2022, there were 8,658 job applications received and screened for faculty, classified, confidential, and management positions. The 2021-22 average vacancy fill time was six (6) months. Two (2) Human Resources Technicians are needed to handle the volume of recruitments and corresponding tasks. This new position will perform the full range of technical work in recruitment and corresponding hiring areas. Without the additional requested positions, lag time of at least six (6) months for hiring will continue. Lag time in recruitment has resulted in the loss of committee members, highly qualified candidates, and stale recruitments causing a further delay in filling the positions. This request aligns with 22-23 Budget Priorities # 6 Restructure to Meet Program Staffing Needs		108,200		216,400	1, 4
	Human Resources	200000 / EEO & Recruitment / Tika Davé-Harris	New Position: Human Resources Technician (DEISA, Temp Employment, & Recruitment Processes) (100% FTE)	In order to provide timely and accurate recruitment services in support of the organization's goal, the recruitment volume must be manageable; hiring times must be decreased; processes automated and implemented; and processes consistently monitored and analyzed. Recruitments experienced a temporary drop in application during the pandemic, but since have consistently been high and are expected to remain in the same manner. For example from July 1, 2021, through June 30, 2022, there were 8,658 job applications received and screened for faculty, classified, confidential, and management positions. The 2021-22 average vacancy fill time was six (6) months. This Human Resources Technician will assist with the task related to evaluation, analysis, training, and maintenance of integrating diversity, equity, inclusion, social justice, and anti-racism into recruitment processes. This position will assist in the compilation of new standard operating procedures for the implementation of the hiring administrative procedures to align with recruitment process with DEI; This HR Tech will also be responsible to handle follow-up and notifications following classification assessment of temporary employee hire requests (short-term employees and professional experts); track the duration of temporary assignments; assist with gathering and compiling data; and train and support departments relative to the temporary employment hiring procedures. This work will ensure the college remains compliant with laws that govern the use of these employee types. The volume of the work needed to address the issues above cannot be added to existing staff members as they do not have the capacity to take on additional responsibilities due to the volume of their current workload. Lag time in processing temporary hire requests will delay start times for new hires as the Ed code requires board approval prior to starting. Untimely hiring has the biggest impact on student workers who rely on timely paychecks to survive and maintain their ability to be an active student at Mt. SAC.		108,200		108,200	1, 4

	Human Resources	200000 / Benefits and Employee Services / Alexis Carter	Cognos	Cognos is a robust reporting and analytics tool which can be used to replace Argos and Cadmus across campus. Argos and Cadmus contracts end 2024. During that time, Cognos will expand across the campus overhauling standard reporting for full implementation by 2024. Cognos is a cloud based product where licensing is generously packaged to be more than enough for the college to have daily users, super users with the ability to create and modify reports, and a select few with security access to monitor the cloud based impact. Departments/Divisions are tasked to create ongoing reports, submit ongoing scheduled reports, and consistently modify existing reports. This all must be done through IT and not through the lens of their area or related urgency. Having an internal reporting software available (COGNOS) would allow departments and division to take the needs of the campus and the data into its own department and make changes ad-hoc. Able to accurately explain, promote, create, and distribute data effectively to ensure data driven decisions determine enrollment equity, employment trends, program staffing needs, and evaluate diversified enrollment. This system will alleviate the workload for 3 IT staff to focus on other technology systems. The request is for a one-time cost of $50,000 per year for two years to run Cognos concurrently with Argos and Cadmus. It will be an additional $10,000 annually with the funding from Argos and Cadmus. There is an additional one-time cost of $3000 for training plus $200 per hour for IT support and implementation. Aligns with Cabinet Budget Priority(ies) # 2 Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions # 3 Invest in Diversified Enrollment Growth and Retention Strategies	150,000		150,000	1,3,4,5,6
	Human Resources	200000 / EEO, Title IX & Leaves / Ryan Wilson	Reclassify Administrative Specialist I to Administrative Specialist III (area) (100 % FTE)	~~The request is for a one-time cost of $50,000 per year for two years to run Cognos concurrently with Argos and Cadmus. It will be an additional $10,000 annually with the funding from Argos and Cadmus. There is an additional one-time cost of $3000 for training plus $200 per hour for IT support and implementation.~~ *See email from Carol Nelson (above)		8,034	8,034	1,2,3,4,6
	Human Resources	200000 / Benefits and Employee Services / Alexis Carter	New Position: Human Resources Technician (100%FTE) -	Aligns with Cabinet Budget Priority(ies)		109,000	109,000	1,3,4,5,6
	Human Resources	200000 / Benefits and Employee Services / Alexis Carter	Increase Benefit Specialist Salary (Currently two 100% FTE) **Pending revised job description**	# 2 Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions		4,000	4,000	1,2,4
	Human Resources	200000 / EEO, Title IX & Leaves / Ryan Wilson	New Positions: Two (2) Interpreters (Professional Expert V) (20 hrs. per week)	# 3 Invest in Diversified Enrollment Growth and Retention Strategies		114,400	114,400	1,2,4,6

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.