

**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: Fiscal Services AnalystDepartment: Fiscal ServicesTime (FTE): 1 Term (months/year): 12Work Schedule (Days, Hours): Monday to Friday 7:30am to 4:30pmSalary Schedule (Range): 120

Background and Rationale (use back of form if additional space is needed): Approved per NRA phase 14. There is a need for Fiscal to provide coverage due to increased workload and reduce overtime worked. There is also a need to develop procedures and to ensure audit compliance.

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): 11000-612000-211000-672000-2100 100 % Amount \$ 144,242

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:** Funded with NRA 14; President's Cabinet approved on 8/18/22**Signatures:**

Jackson Kuo 9/26/22  
1. Requesting Manager Signature Date

Boo Boxc 09.30.2022  
2. Division Vice President Signature Date

Boo Boxc 10/11/22  
3. Chief Compliance/Budget Officer Signature Date

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

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

☒ Funding available ☐ Funding not available Position Number: CA9217 Contract Number: 213305

**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: \_\_\_\_\_

\_\_\_\_\_  
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) 22-23

☒ Newly Funded Position Fiscal Year 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: Administrative Services

Priority Number	Division	Department-Org/Department's	Description	Justification of Need	To Be Completed By Departments			
					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	classified management range 17  <b>**Approved for Technology Categorical Funds**</b>	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 Cabinet Priority #1 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  <b>process**</b>	The job descriptions for the Event Tech 1 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	to the Manager, Technical Services Engineering job description (Currently M14). Updates include additional job scope and to provide parity with other  Title will be changed to Manager, Audio Visual Services  <b>process**</b>	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		<p>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:</p> <ol style="list-style-type: none"> <li>1. Stabilize General fund with both Revenue and Expenditure Solutions</li> <li>2. Reduce future operating expenses with integrated sustainable and technology based solutions</li> <li>3. Invest in diversified enrollment growth and retention strategies</li> <li>4. Emphasize Equity and Basic Needs Integration and Academic Support</li> <li>5. Restructure to meet program staffing needs</li> </ol>		140,957	140,957	1, 2, 5
	FM&O	FM&O -Bohan	Custodial/Maint/Gnds - Supplies for Student Center- PH1	<p>Cabinet Priority #5</p> <p>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</p>	43,355		43,355	2, 4
	FM&O	Custodial/McAlpin (broken out)	Custodial/Maint/Gnds - Supplies for Student Center- PH1	<p>Cabinet Priority #5 The new Student Center will have 6 large Men's &amp; 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.</p>	17,141		17,141	
	IT - Security & Infrastructure	Chris Schroeder	Hardware refresh for existing A10 Load Balancers.	<p>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.</p>	40,000	6,000	46,000	2, 4
	Broadcast Services	Kevin Owen Mike Nichols	the RTV Program	<p>Aligns with Cabinet Priority #2 Reduce Operating Expenses with Integrated Sustainable and Technology Based Solutions</p> <p>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).</p>		19,000	19,000	G3, G4
	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.	<p>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.</p>	110,500		110,500	G4, G6
	FM&O	Custodial/McAlpin	Custodial I -Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 39	<p>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</p>		85,248	85,248	2, 4
	FM&O	Custodial/McAlpin	Custodial II-Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 44	<p>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</p>		88,577	88,577	2, 4
	FM&O	Custodial/McAlpin	Custodial Lead -Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 52	<p>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</p>		94,298	94,298	2, 4

## EZ Salary Projection FY 2022-23 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	120
Enter months of employment	12
Enter FTE percentage	100.00%
<b>Total Annual Cost (Salary and Benefits)</b>	<b>\$144,242</b>

*For Salary Ranges, please refer to the Human Resources*

*Website/Salary Schedules:*

<http://www.mtsac.edu/hr/salary-schedule.html>

*For questions, contact Christine Lam at Ext. 5428 or [clam@mtsac.edu](mailto:clam@mtsac.edu)*

Revised 8.15.22

## **FISCAL SERVICES ANALYST**

### **DEFINITION**

Under general supervision, performs a variety of specialized complex, technical, professional, and confidential duties involved in the analysis of financial transactions and the implementation, configuration, and functionality of financial software applications. Coordinates assigned activities and provides technical support and assistance to financial system users. Work requires thorough knowledge of the assigned area as well as its procedures and operational details. The incumbent will also provide the expertise to properly document, implement, support, and train on the functionality of financial automation solutions and ensure financial data quality, integrity, and accuracy.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision and work assignments from assigned manager. Exercises no direct supervision of staff. Provides technical and functional direction and training to staff.

### **CLASS CHARACTERISTICS**

This is a specialized classification responsible for assisting Fiscal Services managers and staff users with implementing and using financial software applications and analyzing financial transactions. Incumbents are expected to possess knowledge of budgeting, accounting, and financial application systems. This classification is distinguished from the Fiscal Services Specialist classification by the ability to create, configure, and analyze complex financial transactions and software applications. This classification is distinguished from the Director of Fiscal Resources in that the latter has full management and supervisory responsibility for planning, organizing, and directing the full scope of operations of the Budget and Accounting Coordinator and the Fiscal Specialists.

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

1. Serves as accounting/budget lead responsible for analyzing the budget, accounting, auditing, and reporting requirements of financial transactions. May include the analysis of transactions related to Payroll, Purchasing, Accounting, and Student Accounts.
2. Leads the budget work of Fiscal Specialist staff by prioritizing projects, delegating assignments, setting deadlines, reviewing the work, and explaining the changes.
3. Performs key financial analysis, reconciliations, and projections of revenues and expenditures. Evaluates budget to actual results and trend analysis comparisons. Researchs and develops procedures to resolve complex budgeting, accounting, auditing, and system functionality problems. Recommends and implements any necessary changes in operations and procedures.
4. Assists the Fiscal Services department with planning, conducting, testing, and implementing office automation improvements, operational practices, and systems to enhance organizational effectiveness.
5. Leads and performs testing of financial management systems or emerging technologies to ensure the delivery of accurate, timely, and consistent quality data.
6. Develops and/or reviews a variety of highly complex reports.
7. Coordinates, develops, and reviews the preparation of the annual College budget.
8. Configures the budget software to ensure correct calculation of salaries and benefits projections, position control, salaries and benefits scenarios and what if-analysis, chart of accounts, and organizational structure.
9. Prepares and balances College personnel budget and determines and interprets savings from vacant positions.
10. Reviews audited financial statements; schedules, prepares, and gathers financial data for the audit report.

11. Assist with the development of training materials related to Fiscal Services financial processes and software applications and provides training to internal and campus staff.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Terminology and practices of financial and accounting document processing.
2. Financial recordkeeping and report preparation techniques; business arithmetic and financial statistical techniques.
3. Generally Accepted Accounting Principles (GAAP); Government Accounting and Auditing Standards (GAAS); California Community College Budget and Accounting Manual (BAM); Privacy standards and regulations (such as HIPPA and FERPA).
4. Experience working with large data projects, data sets, and data extraction.
5. Budget preparation and control; methods and techniques of cost analysis; proficiency with spreadsheet and database software.
6. Experience working with Enterprise Application Systems; experience creating reports and queries.
7. Principles and practices of computer operations, data processing, analysis functions, and development of computerized forms, documents, and reports; principles of data management concepts and structures, including data collection, manipulation, and distribution requirements for analysis and reporting functions.
8. Organizational structure, operations, programs, and procedures common to institutions of higher education.
9. Modern office practices, methods, and computer equipment and applications related to the work.
10. 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. Perform advanced, complex professional accounting, budgeting, and financial work.
2. Analyze and evaluate financial data related to functions and operations.
3. Analyze situations accurately and adopt effective course of action.
4. Adheres and maintains data quality standards established by College to ensure compliance with federal, state, and local regulations.
5. Plan, organize, and complete assignments with minimal amount of detailed instruction.
6. Develop sophisticated, efficient database queries from a highly-normalized databases; create, design, configure, and implement financial application systems.
7. Design, develop, implement, and execute business process improvements.
8. Design and conduct research projects of complex difficulty with defined parameters and generate clear and concise reports.
9. Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
10. Plan, organize, and prioritize work tasks and manage assigned projects; meet established deadlines.
11. Interpret, apply, explain, and ensure compliance with applicable College standards, policies, procedures, rules, and regulations related to assigned area of responsibility.
12. Establish and maintain a variety of filing, record keeping, and tracking systems.
13. Organize own work, set priorities, and meet critical time deadlines.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. 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.

**Education and Experience:**

Equivalent to a Bachelor's degree from a regionally accredited college in business administration with emphasis in accounting, finance, computer sciences, or a related field, and three (3) years of progressively responsible experience in accounting, budgeting, financial analysis and financial software application implementation and configuration, preferably in a higher education setting.

**Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**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 and 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 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. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects 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. Employees occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.