

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: ---Part-time Mail Room OperatorDepartment: Purchasing, Printing and Mail ServicesTime (FTE): 47.5% Term (months/year): 12Work Schedule (Days, Hours): Monday - Thursday 8:00 - 1:00 PMSalary Schedule (Range): CSEA 262 Range 62Background and Rationale (use back of form if additional space is needed): Vacancy of Mail Room Operator part time position, was funded in 2019, but placed on hold due to COVIDPlease list any changes in the budgeted position as described above (i.e., title, time, term, etc.). N/APlease 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 641000 211000 677000 -2100 100 % Amount \$ 27,745
Account Number(s): _____ % Amount \$ -27,057**Funding:** (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding**Duration (if grant/temporary funded):** Beginning date: _____ End date: _____**Comments:** _____**Signatures:**[Signature]
1. Requesting Manager Signature11/4/2022
Date[Signature]
2. Division Vice President SignatureNov 8, 2022
Date[Signature]
3. Chief Compliance/Budget Officer Signature11/23/22
Date[Signature]
4. Human Resources Signature11/30/22
Date[Signature]
5. Vice President, Human Resources12/01/2022
Date☒ Funding available ☐ Funding not available Position Number: CA9211 Contract Number: 213139**Comments:** Funding from NRA Phase 12, it was approved by the President's Cabinet on February 25, 2020.**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: _____

[Signature]
6. Signature of President/CEODecember 6, 2022
Date

Department	Description	Amount
SCE	WIN Coordinator a FT position	45,000
Risk MN	Reclassification from Adm I to Adm III	10,000
Purchasing	New 47.5% Mail Room Operator	36,024
	11000-999990-211000-000000-2100	<u>91,024</u>

**MT. SAN ANTONIO COLLEGE
2022-23 ADOPTED BUDGET**

Fund: 11 - Unrestricted General Fund

Organization: 999990 - Placeholder

Fund	Org	Acct	Prog	Actv	Account Description	Organization Description	FTE	Range	Acct %	Salary	Adopted Budget 2021-22	Tentative Budget 2022-23	Adopted Budget 2022-23
Expenses													
11000	999990	111000	000000	1100	Instructional Salaries-Regular Cr	Placeholder					175,000	175,000	175,000
					FAHOLD Faculty, Vacant		1.000	FF17501	100.00	175,000			
11000	999990	117400	000000	1100	Noninstr Sal-Prof Growth Incr A.6.c	Placeholder					200,000	200,000	73,733
					FACULTY PROFESSIONAL GROWTH STIPEND \$73,733								
11000	999990	211000	000000	2100	Classified Salaries-Unit A	Placeholder					437,192	437,192	299,388
					19-20 NRA 12, POSITIONS \$91,024								
					20-21 PERSONNEL RESTRUCTURE \$33,364								
					CAHOLD Placeholder		1.000		100.00	175,000			

2019-20 NEW RESOURCE ALLOCATION REQUESTS - PRIORITIZED SUMMARY - PHASE 12

(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.)

APPENDIX K

TEAM: Administrative Services

To Be Completed By Departments										ted When President's Cabinet Makes
Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Comments	
5	Administrative Services	Fiscal Services - Doug Jensen	Increase salary range for Director, Accounting from M-13 to M-15	In an effort to improve efficiencies the Cashier's Office and four staff members will move under the direction of the Director, Accounting. This will transition all cash receipts, accounts receivable and banking under one manager.		\$ 15,000.00	\$ 15,000.00	PIE 2019-20		
6	Administrative Services	Fiscal Services - Teresa Patterson	47.5% Mail Room Operator to augment the existing Mail Services staffing	Workloads and delivery locations have increased in the Mail Services Department over the past several years, but staff has remained at two (2) full-time employees. Hiring additional staff will help reduce workloads and provide faster sorting and deliveries of mail to the campus. In addition, mail services could add additional drop off locations to their current schedule as new programs come on line and additional staff hires. In addition, adding an additional employee would help ensure department coverage when staff are absent or on vacation.		\$ 36,024.00	\$ 36,024.00	PIE 2018-19		
7	Administrative Services	Technical Services - Kevin Owen	Fund reclassification and retro pay of severely outdated positions and positions not addressed by the Koff & Associates study.	Several employees were not addressed with the Koff & Associates study and their job descriptions are inaccurate and severely outdated. Most of the positions have completed the classification process and are awaiting funding for finalization.	\$61,427.00	\$48,865.00	\$110,292.00	N/A		
8	Administrative Services	Duetta Langevin - Risk Management and Mike Williams Police and Campus Safety - Gary Nelleson - Facilities	Campus wide Security Camera System Phase 2 and future phases to complete this initiative in areas where cameras need to be installed, tying in existing camera systems in hopes to have a completed project that will meet the wants and desires of a secure campus. There will be a committee formed to see the project sets priorities via phases and outlines scope of work to align with existing constructions projects that have a security component in the plans. At some point the security camera systems will be across the campus in the identified areas as well as new construction. We recognize that this needs to be strategic with the construction that is happening now on campus as well as future construction. One main priority are the current parking structure of R and the opening of the stadium. Facilities, technical services, IT, Police and Campus Safety and Risk Management will be the parties involved in the committee.	To implement security camera system in phases with phase 1 to tie in existing 140 cameras to a selected system, with the \$100,000 already set aside previously. This current request is for Phase 2 to establish cameras into the existing parking lots. This is part of the campus initiative to have a secure and safe campus. The implementation of a security camera system will not only assist on campus crimes, but support what didn't happen on campus, that will lead to the district saving money on paying alleged claims that may not have happened on this campus. Over the last three years we have had 3 carts stolen from this campus among pieces of equipment from the maintenance yard. At this current time there is a high risk exposure greater then the costs of the implementation of said project. We are asking for an initial one time funding of \$500,000 to obtain cameras and place them in priority areas. \$150,000 for ongoing maintenance and implementation of additional phases.	\$ 500,000.00	\$ 150,000.00			Support use of Bond money within reasonable dollar amount. Analysis on costs of ongoing system.	
9	Administrative Services	Technical Services - Event Services - Kevin Owen Brandin Bowman	Add a second Event Services Technician. This is currently a single person classification and Event Services has not seen a staffing increase in the last 20 years. This position is essential for Event Services to meet existing service levels once the new stadium opens.	The scale of events on campus will increase exponentially with the imminent opening of the stadium and the not too distant opening of the Student Center, Heritage Hall, and Gymnasium. Additionally, the facilities and events are growing ever more complex. In 2016, we introduced portable outdoor lighting for events. This year, we added outdoor wireless sound system capabilities. Currently, all event setup and operations are done by a single classified employee and a pool of hourly employees. <u>Supporting Document: NRA12 - TS - Attachment 1</u>		\$90,848.00	\$90,848.00	2017-2018, 2018-2019 Event Services PIE		
10	Administrative Services	Technical Services - Event Services - Kevin Owen Brandin Bowman	Add a second Event Coordinator. This is currently a single person classification and Event Services has not seen a staffing increase in the last 20 years. This position is essential for Event Services to meet existing service levels once the new stadium opens.	Events on campus are becoming more and more complex and frequent. This will continue to be the case with the new stadium and soon the student center, Heritage Hall, and gymnasium. Proper execution of events requires detailed coordination. Additionally, community and external user use and demand is expected to increase. Currently, all event and external user contract coordination is done by a single classified employee. Events consistently operate 6 Days/Week and up to 14 hours/day. <u>Supporting Document: NRA12 - TS - Attachment 1</u>		\$91,637.00	\$91,637.00	2017-2018, 2018-2019 Event Services PIE		
11	Administrative Services	Facilities Planning and Management - Grounds Unit	1 FTE Grounds Position	The new athletics complex and adjacent parking structures will require maintenance support for the new natural grass competition and practice fields, and the landscape throughout the site. 1 FTE Grounds and Horticultural Technician - Sports Fields Note that staff assigned to the stadium prior to construction were reassigned to areas on campus		\$ 75,000	\$ 75,000	2019 FPM Department PIE and Grounds Unit PIE	Recommendation is to have this position be an athletic turf specialist. If new position requires additional funding, that amount is approved.	

MAIL ROOM OPERATOR

DEFINITION

Under general supervision, processes incoming and outgoing mail for the District; sorts, tracks, and delivers letters and packages; operates mailing machines, scales, and other equipment used in mail processing and distribution.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Purchasing, Printing, and Mail Services. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class in the Mail Operator class series. Incumbents are responsible for processing incoming and outgoing U.S. and inter-office mail for the District. Responsibilities related to the mailroom include receiving, sorting, and delivering mail on campus. Incumbents 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. Successful performance of the work requires the knowledge of departmental and District activities and extensive staff, public, and organizational contact. This class is distinguished from the Lead Mail Operator in the latter provides technical and functional direction to lower-level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Receives, sorts, and delivers U.S. and inter-office mail; signs for insured, registered, and certified mail; picks up mail from post office operating a District vehicle.
2. Weighs outgoing mail and determines the appropriate postage rate; affixes postage for all classes of mail according to established guidelines and regulations; wraps and labels packages as needed; performs weight and rate computations as needed.
3. Prepares and processes appropriate forms and paperwork for insured, express, registered, and certified mail as required by postal regulations.
4. Maintains current knowledge of postal rates, rules, regulations, and technological advances in mail processing equipment.
5. Prepares and maintains a variety of records related to the postage used by District departments; provides information and assistance to departments and staff regarding the procedures and preparation for processing outgoing mail.
6. Performs clerical and office work such as typing, filing, proofreading, and assembling and distributing materials.
7. Operates and performs preventative maintenance on a variety of mailing machines, scales, and meters; operates standard office equipment, including job-related computer hardware and software applications, copiers, postage meters, and facsimile machines.
8. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
9. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Guidelines, procedures, and regulations of shipping, receiving, delivering, and distributing mail.
2. Use and operation of postal scale, postage meter, and adding machine for daily balancing of postage.

3. Modern office administrative support practices and procedures, including the use of standard office equipment.
4. Computer applications related to the work.
5. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Basic principles and practices of record-keeping.
7. Safe work methods and safety practices pertaining to the work.
8. Alphabetical and numerical filing methods.
9. English usage, spelling, vocabulary, grammar, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Accurately and efficiently process ingoing and outgoing mail.
2. Work quickly and efficiently in order to process calls as well as incoming and outgoing mail.
3. Respond to and effectively prioritize multiple phone calls and other requests for service.
4. Perform responsible clerical support work with accuracy, speed, and minimal supervision.
5. Alphabetize and compare names and numbers quickly and accurately.
6. Perform basic mathematical calculations.
7. Maintain clear and accurate records.
8. Organize own work, set priorities, and meet critical time deadlines.
9. Operate modern office equipment including computer equipment and software programs.
10. Use English effectively to communicate in person, over the telephone, and in writing.
11. Understand scope of authority in making independent decisions.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. 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 and one (1) year of general office experience preferably involving record keeping and public contact.

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; stamina to operate a motor vehicle, visit various District and other sites, and walk on uneven terrain to access a variety of District and mail-drop locations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification requires frequent standing in and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to handle pieces of mail and operate standard office equipment. Incumbents in this classification frequently bend, stoop, kneel, reach,

push, and pull objects to deliver mail and to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds or heavier weights with the use of the proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the field and are exposed to moving objects, other vehicles, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.