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: _____ Coordinator, Project Program _____

Department: _____ Employee and Benefits Services-Human Resources _____

Time (FTE): __100%__ Term (months/year): __12__

Work Schedule (Days, Hours): __Monday-Friday, 8:00am-5pm__

Salary Schedule (Range): __95__

Background and Rationale (use back of form if additional space is needed): __Please see next page.__

☐ 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 __2023-24__
☐ 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 15__

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): __11000-200000-213000-673000-2100__ __100__ % Amount $__~~130,000~~ 129,188__

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: __Funding from NRA 15 - Cabinet approved on 12-12-2023__

Signatures:

1. *(signature)* Requesting Manager Signature	1/23/24 Date	4. *Stacy Manfredi* Human Resources Signature	2/7/24 Date
2. *(signature)* Division Vice President Signature	1/30/2024 Date	5. *(signature)* Vice President, Human Resources	2/8/2024 Date
3. *Delana Miller* (Delana Miller (Feb 1, 2024 08:55 PST)) Chief Compliance/Budget Officer Signature	Feb 1, 2024 Date		

☑ Funding available   ☐ Funding not available   Position Number: __CA9185__   Contract Number: __213250__

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: _____

Martha Garcia
(Martha Garcia (Feb 8, 2024 12:22 PST))
6. **Signature of President/CEO**   Feb 8, 2024   Date

A Coordinator, Project Program will be responsible for the outreach, training, tracking, monitoring, and establishment of performance evaluation completion and practices according to policy, accreditation standards, and collective bargaining agreements. Currently, the overall campus is at a 55.49% completion rate as only 1299 out of 2341 evaluations are completed.

The number of incomplete performance evaluations by employee unit is as follows: Adjunct Faculty: 408 (35.79%)

Classified 262: 310 (52.72%)

Classified 651: 101 (87.83%)

Confidential: 12 (70.59%)

Faculty: 168 (49.85%)

Management: 43 (29.86%) evaluations are pending due to upcoming contract renewals.

This rate is not sufficient to meet accreditation standards which are outlined in the ACCJC Accreditation Standards III.A.5 and marked in Mt. SAC Core Inquiries #1 potential areas of clarification, improvement, or commendation:

3.3. The institution evaluates its employees regularly, using clear criteria that align with professional responsibilities and reflect the institution's mission and goals.

Review Criteria:

• The institution regularly and systematically evaluates all of its employees based on their professional responsibilities and uses this information to foster employees' development and success. This process is continuous and ongoing in support of the mission.

• The institution has methods to determine the kinds of support its personnel need to be successful in their roles.

At present, the current practice involves sending monthly reminders to managers and employees 90 days before an evaluation is due. Furthermore, monthly notifications are sent when evaluations become overdue. While this approach has proven helpful, the District is now introducing PeopleAdmin software to enhance the process. This software will not only track evaluation deadlines but also manage the documentation, goals, expectations, and next steps associated with evaluations. This transition is significant as it marks a shift from paper evaluations, which were not under the oversight of Human Resources. A Coordinator, Project/ Program is needed to be responsible for this integration, monitoring, and meeting/training management on evaluation completions. The positions will continuously meet with managers and divisions to ensure the evaluations are completed in a timely manner, provided to HR, reviewed for concerns and escalation, and responsible for the data compilation in the system of record. This position will also train management on the new processes for evaluation within PeopleAdmin.

EZ Salary Projection FY 2023-24
(50% or *more* FTE)

FTE equal or higher than 50%	
Description	**Input**
Select employee group	UA
Enter salary range	95
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	**$129,188**

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

Revised 11.21.23 (included 4.11% in CSEA 262, Confidential and CSEA 651)

Division	Department Manager	Description	Justification of Need	One-Time	Ongoing
Human Resources	HR Investigations and ADA Accommodations / Ryan Wilson	COVID-19 Contact Tracers	On February 3, 2023, the California Division of Occupational Safety and Health, better known as Cal/OSHA, issued Non-Emergency COVID-19 Prevention Standards that will remain in effect through February 3, 2025. These standards require that employers notify employees and independent contractors who had close contact with a COVID-19 case. In the 2022-2023 fiscal year, the contact tracing team processed over 2,014 health screenings. In the 2023-2024 fiscal year to the present, the contact tracing team has processed over 380 health screenings at a reduced staffing level. If the health screenings stay at the current levels, we anticipate approximately 1,200 health screenings by the end of fiscal year 2023-2024, and we project a similar need through February 3, 2025.	$ 220,000.00	
Human Resources	Employee and Benefits Services Alexis Carter	Cognos	Cognos is a reporting tool that allows departments outside of IT to create, maintain, and perform reporting for their areas. This would include dashboards, executive summaries, scheduled reporting, and document creation and email distribution such as; memos, total rewards/compensation notices, board reports, and much more. An additional goal is to establish the ability to perform ad-hoc reporting needs without going through a lengthy process of creating permanent reports that are only used once. Cognos provides a drag-and-drop functionality to report writing. Cognos was implemented with the anticipation of phasing out Argos reporting and using the Argos funding to supplement Cognos as ongoing. However, as implementation progressed, it became clear that Argos will continue to be used campus wide as it is tied to Banner and cannot be phased out entirely due to it integrating features under student services as initially anticipated. Therefore, $50,000 is requested for the ongoing cost of renewal. As HR continues the transition of converting, testing, and reframing all existing 130 Argos reports to Cognos, as well as creating new reporting structures and meeting the needs of future data-driven decisions, 100 hours of technical and consultative support is requested at $200/ Hour ($20,000 per year) ongoing. HR is still in its learning phase of the program, and there will be areas of COGNOS that would require assistance to move past; therefore, the support/consultative tech will be available to ensure any data migration nuances, report creation, testing, and SQL issues are addressed and properly implementation without disruption to the Banner data tables.		$ 70,000.00
Human Resources	Employee and Benefits Services Alexis Carter	New Position: Coordinator, Project Program (100%FTE) Range 95	A Coordinator, Project Program will be responsible for the outreach, training, tracking, monitoring, and establishment of performance evaluation completion and practices according to policy, accreditation standards, and collective bargaining agreements. Currently, the overall campus is at a 55.49% completion rate as only 1299 out of 2341 evaluations are completed. The number of incomplete performance evaluations by employee unit is as follows: Adjunct Faculty: 408 (35.79%) Classified 262: 310 (52.72%) Classified 651: 101 (87.83%) Confidential: 12 (70.59%) Faculty: 168 (49.85%) Management: 43 (29.86%) evaluations are pending due to upcoming contract renewals. This rate is not sufficient to meet accreditation standards, which are outlined in the ACCJC Accreditation Standards III.A.5 and marked in Mt. SAC Core Inquiries #1 potential areas of clarification, improvement, or commendation: 3.3. The institution evaluates its employees regularly, using clear criteria that align with professional responsibilities and reflect the institution's mission and goals. Review Criteria: • The institution regularly and systematically evaluates all of its employees based on their professional responsibilities and uses this information to foster employees' development and success. This process is continuous and ongoing in support of the mission. • The institution has methods to determine the kinds of support its personnel need to be successful in their roles. At present, the current practice involves sending monthly reminders to managers and employees 90 days before an evaluation is due. Furthermore, monthly notifications are sent when evaluations become overdue. While this approach has proven helpful, the District is now introducing PeopleAdmin software to enhance the process. This software will not only track evaluation deadlines but also manage the documentation, goals, expectations, and next steps associated with evaluations. This transition is significant as it marks a shift from paper evaluations, which were not under the oversight of Human Resources. A Coordinator, Project/ Program is needed for this integration, monitoring, and meeting/training management on evaluation completions. The positions will continuously meet with managers and divisions to ensure the evaluations are completed in a timely manner, provided to HR, reviewed for concerns and escalation, and responsible for the data compilation in the system of record. This position will also train management on the new processes for evaluation within PeopleAdmin.	$ 65,000.00	$ 130,000.00

Request to Fill Process:

A. Before completing the form:

    a. The requesting manager consults with their Vice President as well as departmental budget staff and with Fiscal Services, as necessary, to identify the appropriate funding source for the position.

    b. The requesting manager consults with Human Resources, as necessary, to determine the appropriate position/job description. Human Resources (HR) works with the requesting manager, as necessary, to develop the positions description. HR will advise the requesting manager of any collective bargaining related obligations or other required processes.

    c. The requesting manager obtains final verbal approval from their department Vice President or designee.

B. Completing the form:

    1. Requesting Manager (RM) establishes that there is a continuing need for the position, that it is funded, and that it is appropriately classified. The RM then completes the top portion of the Request to Fill and submits to their Division Vice President.

    2. Division VP reviews the request and verifies that the position meets the hiring needs. The VP then approves/denies the Request to Fill; may consult with HR. Forwards the approved Request to Fill to Fiscal Services.

    3. Fiscal Services (Budget & Accounting Technician and AVP) reviews account information, ensures Position Number, and determines budget availability, whether currently available or future availability. The AVP, Fiscal Services signs the Request to Fill when accounting and budget information is determined. It is then forwarded to the VP of HR. If information is incomplete, the Request to Fill is returned to the Division VP for consultation.

    4. Human Resources verifies the information and resolves discrepancies, if necessary and forward to the Vice President of Human Resources.

    5. VP of HR reviews the request and takes the Request to Fill to President's Cabinet (PC) for approval.

    6. College President/CEO evaluates the request to fill to ensure it meets the needs of the college and its institutional goals and determines whether the Request to Fill, is approved to fill, denied, modified, or on hold until further notice. Returns the Request to Fill, to the VP of HR. VP of Human Resources notifies Fiscal services the decision made at President's Cabinet.

    7. HR Recruiter is assigned the approved Request to Fill, contacts the hiring manager and begins the recruitment process. If not approved in PC, the HR Director informs the Hiring Manager/Division VP of PC's decision.

Request to Fill Definitions:

Continued Funded Position: This box is checked if the Request to Fill is for an already funded position. This position may or may not be replacing a previous employee. If it is, the employee's name and last date of employment are indicated accordingly.
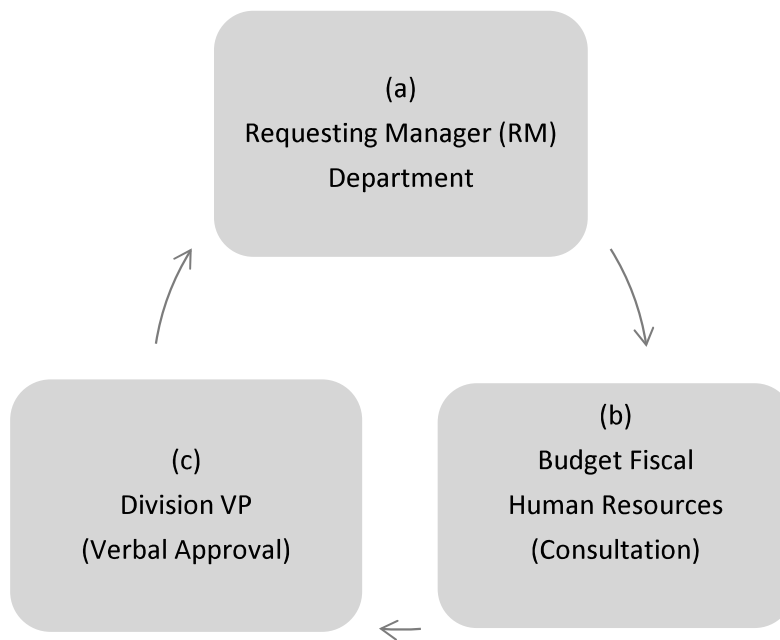
Newly Funded Position: This box is checked if the Request to Fill is for a newly funded position in this year's budget or has been approved for funding in the next fiscal year.

No Existing Job Description: This box is checked if no current job description meets the needs of the desired position. Please note, if a Classified position, the proposed job description must be reviewed and approved by CSEA prior to the position being recruited.

Temporary Project Administrator: This term refers to a temporary management employee appointed in accordance with AP 7135. These positions are hired on an annual basis, up to a maximum of five (5) years.

Work Flowchart for Request To Fill (RTF) Process Overview

A. Prior to Completing RTF Form

(a)
Requesting Manager (RM)
Department

(b)
Budget Fiscal
Human Resources
(Consultation)

(c)
Division VP
(Verbal Approval)

B. Routing the RTF Form

(1)
Requesting Manager
(Completes Form)

(2)
Division VP
(Approves)

(3)
Fiscal Services
(Approves)

(6)
College President/CEO

(5)
Human Resources
(Vice President)

(4)
Human Resources
(Processes)

(7)
Human Resources
(HR Recruiter)