

August 15, 2023

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: Executive Assistant IDepartment: HR / Labor Relations and Employee ServicesTime (FTE): 1.0 Term (months/year): 12 MonthsWork Schedule (Days, Hours): M-TH, 8 am to 5 pm; Fri, 8 am to 4:30 pmSalary Schedule (Range): Confidential Salary Schedule, Range 85

Background and Rationale (use back of form if additional space is needed): The Department of Labor Relations & Employee Services requires a Confidential Administrative (EAL) position to provide comprehensive support to the Senior Director of Labor Relations & Employee Services. This is necessary because the current Administrative Specialist III (ASIII) role has limitations in its capacity to provide assistance. The new EAL funding will be derived from the ASIII (CA9406) funds and the approved NRA 15 ongoing funding (PC 06/11/23).

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.** 11000-200000-213000-673000-2100 \$147,645

Account Number(s): ~~110002000002130006730002100~~ 100 % Amount \$ ~~142,740~~

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: _____

Signatures:

1. Requesting Manager Signature

Date

8/9/2023

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

8/10/23

5. Vice President, Human Resources

Date

8/10/23

3. Chief Compliance/Budget Officer Signature

Date

08/10/23☒ Funding available ☐ Funding not available Position Number: CO9969 Contract Number: 212107

Comments: Funding from CA9406 Adm Spec III plus NRA 15 Revised (see attached) to account for reclassification cost to Executive Assistant I

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

Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): CA9406
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)

☒ Newly Funded Position Fiscal Year 23-24
☐ 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: UGF

APPROVED
President's Cabinet

William J. Snodgrass
June 11, 2023

2023-24 NEW RESOURCE ALLOCATION REQUESTS #16 - 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

Priority Number	Division	Department- Org/Department's Contact Staff	To Be Completed By Departments		One-time	Ongoing	Total Requested	PIE Page (s)	Required If Budget Approved By President's Cabinet				
			Description	Justification of Need					Fund	Org	Acct	Prog	Actv
1	Human Resources	200000 / EEO and Recruitment Services / Tika Dave-Harris	Position (MC9659) reclassification range increase MC23, Step 3 to MC27, Step 1	The justification for the proposed salary revision is based on several factors. The position is defined and essential job functions have been updated to include additional administrator-level responsibilities that have been assigned to the role. A comprehensive compensation study was conducted, which involved an external review of the competitive market to ensure alignment with similar positions. Additionally, an internal salary equity review was conducted to ensure fairness within the organization. The proposed salary revision takes into account the level and complexity of both the current and added position requirements, as well as the compensation levels of comparable positions in the job market. It is intended to maintain a fair and competitive salary for the role based on these factors.		21,321	21,321	3,4,5,6,7,8,9,10, 11,12					
2	Human Resources	200000 / EEO and Recruitment Services / Tika Dave-Harris	Position (CA9366) reclassification from Range CA90 to range CA95	Human Resources is seeking a Coordinator Project Program to enhance the efficiency of employee recruitment processes. The Coordinator Project Program will handle coordination responsibilities at a higher level necessary for improving recruitment and hiring efficiency. Human Resources Technicians are limited in performing these duties due to job description constraints and capacity limitations caused by the workload. To expedite the filling of vacant positions, the Coordinator will collaborate with relevant managers when HR receives notice of employee separations and when new positions are approved by the President's Cabinet (PC). Currently, there is a breakdown in the process of promptly requesting to fill vacant positions. The Coordinator's responsibilities will include monitoring and processing requests to fill (RTF) positions, verifying RTF information, preparing RTF justification summaries, and updating the RTF log for PC. For more detail information see attached.		14,626	14,626	2,3					

TEAM: Human Resources

To Be Completed By Departments														Required If Budget Approved By President's Cabinet				
Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Account Number									
									Fund	Org	Acct	Prog	Actv					
3	Human Resources	32500/ Professional Development (POD) / Lisa Rodriguez	New Position: Coordinator Project/Program (CA-Range 95)	The creation of this position is essential to provide vital support to the college faculty in various areas of the department of POD. Additionally, this role is crucial in assisting the Salary and Leaves Committee, which plays an important role in ensuring fair and equitable compensation and leave policies for faculty members. By having someone dedicated to these responsibilities, the college can better serve its faculty and ensure they have the resources and support necessary for their professional growth and well-being.		122,935	122,935	8, 12										
4	Human Resources	200000 / EEO and Recruitment Services / The Dave-Harris	Reclassification of position # CA9706 from Administrative Specialist I (CA - Range 69) to Coordinator, Project/Program (CA - Range 95). Per email from C. Nelson 06/09/23, The funds will be used to reclass CA9406 from Adm Spec III to Executive Assistant I (see enclosed e-mail).	The reclassification is needed to enable the position to provide direction and oversight in supporting recruitment efforts across various constituent groups, posting job positions, allocating recruitment positions to the recruitment team, and aiding in the coordination of job fairs and faculty recruitments.		32,551	32,551	6, 7										

MT SAN ANTONIO COLLEGE
SALARY PROJECTION

POSITION NUMBER	FTE	SCH RANGE	TITLE	NAME	FUND	FY 23-24 8 months Nov - Jun	FY 24-25 12 months Jul - Jun	Funding Source
Budget of Original Position								
CA9406	1.000	UA 81	Administrative Specialist III	Roman, Adam	11000	71,224	110,872	UGF
Proposed Budget to Reclassify CA9406 from Admin Spec III to Executive Assistant I								
1.000	CO 85	Executive Assistant I		Roman, Adam		91,566	142,740	Total Cost of Reclassification
Estimated <u>One-Time</u> Additional Cost to Reclassify CA9406 from Admin Spec III to EA I \$						20,342	Need to provide funding	
Estimated <u>Ongoing Additional Cost</u> to Reclassify CA9406 from Admin Spec III to EA I \$						31,868	Will be funded from NRA 15 Reclass Position CA9406	

*Note: This information does not include potential COLA and changes in benefits rates for future years.