

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.**

☐ 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 (P15)

☐ 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

Instructions for completing this form are located on the back.Position: Coordinator Project/ProgramDepartment: Professional & Organizational Development (POD)Time (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday; 8:00am-5:00pmSalary Schedule (Range): A-95 Step 1-6 \$70,348 - \$89,785Background and Rationale (use back of form if additional space is needed): This is replacing Marlene Espina who's position was supporting classified personnel.

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): 325000 11000-32500-211000-675000 -2100 100 % Amount \$ 123,533
Account Number(s): _____ 122,935 _____ % 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:

[Signature] 7/26/2023
1. Requesting Manager Signature Date

[Signature] 8/17/2023
4. Human Resources Signature Date

[Signature] 7/26/2023
2. Division Vice President Signature Date

[Signature] 8/17/23
5. Vice President, Human Resources Date

[Signature] 8/3/23
3. Chief Compliance/Budget Officer Signature Date

☒ Funding available ☐ Funding not available Position Number: CA9193 Contract Number: 213250

Comments: New position funded by NRA 15 and approved by the President's Cabinet on 6/11/23.

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: _____

[Signature] August 22, 2023
6. Signature of President/CEO Date

2023-24 NEW RESOURCE ALLOCATION REQUESTS #15 - 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									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
1	Human Resources	200000 / EEO and Recruitment Services / Tika Dave-Harris	Position (MC9959) reclassification range increase MC23, Step 3 to MC27, Step 1	The justification for the proposed salary revision is based on several factors. The position definition 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					

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Number							Requested	Page (s)	Fund	Org	Acct	Prog	Activ
3	Human Resources	32500/ Professional Organizational 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 / Tika Dave-Harris	Reclassification of position # CA9706 from Administrative Specialist I (CA - Range 69) to Coordinator, Project/Program (CA - Range 95)	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					
					\$ -	\$ 191,433	\$ 191,433		Total				

COORDINATOR, PROJECT/PROGRAM

DEFINITION

Under general supervision, may plan, organize, coordinate, and provide direction and oversight of assigned projects and/or programs; provides routine administrative and operational support for assigned projects and/or programs; plans and coordinates education and outreach efforts; evaluates project/program effectiveness and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains program records and reports.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial staff personnel. May exercise technical and functional direction and training to staff and temporary employees.

CLASS CHARACTERISTICS

This classification is required to maintain knowledge in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, initiative, and coordinating departmental work with that of other departments. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, schedules, and coordinates assigned projects, programs, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
2. Provides training, orientation, guidance, and scheduling to assigned staff; reviews and controls quality of work; participates in the recruitment and selection of temporary staff.
3. Participates in developing goals, objectives, policies, procedures, and work standards.
4. Participates in the budget process, including monitoring expenditures and ordering supplies, materials, and equipment; may assist in forecasting annual payroll and program budget requirements.
5. Plans, evaluates, coordinates, and provides training at various events, workshops, and outreach and recruitment activities.
6. Ensures project and/or program effectiveness by identifying stakeholders, gathering data and information.
7. Conducts needs assessments, and implements modifications based upon program evaluation results.
8. Promotes programs, projects, services, activities, and events through various communication modalities; assists in developing promotional materials.
9. Researches, compiles, analyze, and organizes information and data on topics related to assigned projects and/or programs; prepares and assembles reports and other informational materials.

10. Serves as a liaison and contact person to stakeholders; provides higher level of customer service and consultative services related to project and/or program.
11. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
12. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
13. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
14. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
15. Prepares and delivers oral presentations related to assigned areas as required.
16. Performs general administrative functions.
17. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Basic principles and practices of providing technical and functional direction and training to assigned staff.
3. Principles, practices, and service delivery needs related to the program area(s) to which assigned.
4. Procedures for planning, implementing, and maintaining assigned programs and/or projects.
5. Principles and practices of research and data collection; reporting methods and preparation, techniques and procedures.
6. Principles and practices of budget administration and accountability.
7. Applicable federal, state, local, and College policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
8. Modern office practices, methods, and computer equipment and applications related to the work.
9. Record keeping principles and procedures.
10. Principles, practices, and techniques of effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic, and ethnic groups.
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, various socio-economic and ethnic groups.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.

2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Communicate the College's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment.
4. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
5. Apply training methods and procedures.
6. Conduct research and analyze, interpret, summarize, and present administrative and technical information and data.
7. Perform accurate mathematical, financial, and statistical computations.
8. Prepare clear and concise reports, correspondence, procedures, and other written materials.
9. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical timelines.
10. Communicate effectively through various modalities.
11. Effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. Review situations accurately and determine appropriate course of action within scope of authority 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.
14. Learns and applies emerging technologies and methods, as necessary, to perform duties in an efficient, organized, and timely manner.

Education and Experience:

1. Equivalent to an Associate's degree from a regionally accredited college; and
2. Two (2) full-time equivalent years of increasingly responsible experience working in an educational environment or public program.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

1. If operating a College vehicle, employees must have the ability to secure and maintain a valid California driver's license.
2. Depending on assignment, possession of, or ability to obtain, specified certification and/or license to maintain compliance with applicable licensure regulations.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically 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, typically weighing 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 occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens.

Amended: 4/2022, 7/2023