

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: _____

Department: _____

Time (FTE): _____ Term (months/year): _____

Work Schedule (Days, Hours): _____

Salary Schedule (Range): _____

Background and Rationale (use back of form if additional space is needed): _____

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): _____ % Amount \$ _____
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: 8/25/23 End date: 6/30/23

Comments: First academic year to be covered by grant.

Signatures:

Denise Bailey
1. Requesting Manager Signature

8/29/23
Date

Kelly M. Fowler
2. Division Vice President Signature

9/1/23
Date

3. Chief Compliance/Budget Officer Signature

Date

☐ Funding available ☐ Funding not available Position Number: _____ Contract Number: _____

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)

Newly Funded Position Fiscal Year _____
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: XXXXXXXX

**DIRECTOR, MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA)
PROGRAM**

DEFINITION

Under administrative direction and oversight, plans, implements, supervises, assesses, and evaluates the activities, programs, information, personnel, and related services for students in the Mathematics, Engineering, Science Achievement (MESA) program. This position is responsible for the day-to-day management of the MESA Community College Program (MCCP), including planning, developing, implementing, and coordinating program objectives; with programmatic guidance from the Chancellor's Office State Project Monitor, this position maintains communications between the MESA Program, engineering, mathematics, and science faculty, unit heads of student support services, department chairs, deans, participants, student organizations, related professional societies, and campus administrators.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercise general and direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in all activities of the MESA Program, including planning, development, and administration of departmental policies, procedures, and services. This class provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes full management responsibility of the MESA Program including, planning implementation and improvements and reporting on the progress of the MESA Community College Program in collaboration with responsible administrators and faculty.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends, within program policy, appropriate service levels and resources; recommends and administers policies and procedures. Consults with faculty and staff of support services to assist in improved delivery of services to students.

3. Maintains contact with MESA participants; coordinates planning of all student services which include admission, financial aid, scholarships, housing, summer programs and jobs, and academic, career, and student advising.
4. Maintains communication between Instruction, deans, and faculty to promote an understanding of MESA services and build a program of academic rigor.
5. Ensures student eligibility and contractual agreements are met; maintains program records, coordinates the evaluation of program activities and accomplishments; participates in training, evaluation, and other activities; works with the faculty to ensure successful implementation of the program.
6. Collects and compiles data and prepares status reports as required by the California Community Colleges Chancellor's Office (CCCCO); completes evaluations and any other request by due dates; participates in campus activities that lead to the collection and submission of participant data for the CCCCCO Management Information System.
7. Processes budget items, monitors expenses, and works with the dean and faculty in planning; prepares mid-year and annual programmatic and financial reports of MESA-generated funds.
8. Works with local campus staff and regional MESA colleagues to research and prepare grant proposals for collaborative submissions.
9. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
10. Develops tutoring and study programs which includes the recruitment and training of tutors and individual, small, and large group study activities.
11. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
12. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
13. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
14. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
15. Implements, enforces, supports, and abides by federal, state, local policies, Board Policies and Administrative Procedures.
16. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
17. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
3. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
4. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
5. Principles and practices of grant funding, including techniques and methods of researching grant opportunities, identifying state, federal, private, and corporate grant funding organizations, securing and maintaining funding from external agencies, and complying with reporting requirements.
6. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
7. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
8. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
9. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
10. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty and staff.
2. Implement, 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.
3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
4. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
5. Establish and maintain a variety of filing, record-keeping, and tracking systems.
6. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
7. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
8. Communicate effectively through various modalities.

9. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
10. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to a bachelor's degree from a regionally or nationally accredited four-year college or university preferably with major coursework in a mathematics-based field; and
2. One year experience in delivering student academic services aimed at improving academic, study, test taking, and other skills where the students are majoring in mathematics-based fields, including supervisory experience; and
3. Three years in education, industry or other profession involving work with postsecondary students in mathematics-based fields.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, 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. Proven track record of participating in programs relating to diversity, equity, inclusion, 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).
3. One year supervisory experience.

Licenses and Certifications:

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

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 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. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

1000 - Instructional Salaries	2022-23	2023-24	2024-25	2025-26	2026-27	Cumulative
Faculty Sponsor: 2 semesters x 6 lecture hour equivalents (LHE)/semester x \$1,875.10/LHE. Includes 4% COLA annually.	\$ -	\$ 22,501	\$ 23,401	\$ 24,337	\$ 25,310	\$ 95,549
MESA Counselor: 48 weeks/year x 12 hours/week x \$67.71/hour. Includes 4% COLA annually.	\$ -	\$ 38,999	\$ 40,559	\$ 42,181	\$ 43,869	\$ 165,608
Subtotal	\$ -	\$ 61,500	\$ 63,960	\$ 66,518	\$ 69,179	\$ 261,157

2000 - Noninstructional Salaries	2022-23	2023-24	2024-25	2025-26	2026-27	Cumulative
MESA Director (M-13, Step 1) at 1.0 FTE. Includes STEP increases and 4% COLA annually.	\$ -	\$ 144,284	\$ -	\$ -	\$ -	\$ 144,284
Administrative Specialist I (Range 69, Step 1) at 1.0 FTE. Salary is only 75% due to late release of grant funds. Includes STEP increases and 4% COLA annually.	\$ -	\$ 42,408	\$ 61,747	\$ 67,427	\$ 73,631	\$ 245,213
Technical Expert: 48 weeks x 7 hours/week \$40/hour	\$ -	\$ 13,440	\$ 13,440	\$ 13,440	\$ 13,440	\$ 53,760
AEW Peer Facilitators: 2 semesters x 120 hours/semester x \$16.50/hour	\$ -	\$ 3,960	\$ 3,960	\$ 3,960	\$ 3,960	\$ 15,840
MESA Tutors: 44 weeks/year x 80 hours/week x \$16.50/hour	\$ -	\$ 58,080	\$ 58,080	\$ 58,080	\$ 58,080	\$ 232,320
MESA Ambassadors: 2 semesters x 60 hours/semester x \$16.50/hour	\$ -	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ 7,920
Subtotal	\$ -	\$ 264,152	\$ 139,207	\$ 144,887	\$ 151,091	\$ 699,337

3000 - Employee Benefits	2022-23	2023-24	2024-25	2025-26	2026-27	Cumulative
Faculty Sponsor: 19.1% STRS, 1.45% Medicare, 0.05% SUI, 1.48% WC	\$ -	\$ 4,968	\$ 5,167	\$ 5,374	\$ 5,588	\$ 21,097
MESA Counselor: 19.1% STRS, 1.45% Medicare, 0.05% SUI, 1.48% WC	\$ -	\$ 8,611	\$ 8,955	\$ 9,314	\$ 9,686	\$ 36,566
MESA Director: 26.68% PERS, 6.2% OASDI, 1.45% Medicare, 0.05% SUI, 1.48% WC, \$19,912.44 H&W	\$ -	\$ 71,653	\$ -	\$ -	\$ -	\$ 71,653
Administrative Specialist I: 26.68% PERS, 6.2% OASDI, 1.45% Medicare, 0.05% SUI, 1.48% WC, \$19,912.44 H&W	\$ -	\$ 30,142	\$ 42,055	\$ 44,092	\$ 46,317	\$ 162,606

Technical Experts: 3% ARP, 1.45% Medicare, 0.05% SUI, 1.48% WC	\$ -	\$ 804	\$ 804	\$ 804	\$ 804	\$ 3,216
AEW Peer Facilitators, MESA Tutors, and MESA Ambassadors: 1.48% WC	\$ -	\$ 947	\$ 947	\$ 947	\$ 947	\$ 3,788
Subtotal	\$ -	\$ 117,125	\$ 57,928	\$ 60,531	\$ 63,342	\$ 298,926

4000 - Supplies and Materials	2022-23	2023-24	2024-25	2025-26	2026-27	Cumulative
General supplies to support the project personnel	\$ -	\$ 2,198	\$ 2,198	\$ 2,198	\$ 2,198	\$ 8,792
Promotional supplies for outreach activities	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 16,000
Materials and supplies for MESA Campus Council: 1 meeting/year x \$1,000/meeting	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000
Materials and supplies for Business/Industry Council: 1 meeting/year x \$1,000/meeting	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000
Materials and supplies for leadership seminars: 2 semesters x 2 seminars/semester x \$250/seminar	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000
Materials and supplies for guest speaker seminars: 2 semesters x 2 seminars/semester x \$250/seminar	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000
Materials and supplies for workshops on financial aid, career exploration, transfer, and other topics: 2 semesters x 4 workshops/semester x \$250/workshop	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 8,000
Subtotal	\$ -	\$ 12,198	\$ 12,198	\$ 12,198	\$ 12,198	\$ 48,792

5000 - Other Operating Expenses and Services	2022-23	2023-24	2024-25	2025-26	2026-27	Cumulative
Travel to Fall Statewide Training for 2 people: \$400 roundtrip airfare and baggage, \$100 ground transportation, lodging for 3 nights x \$200/night, meals and incidentals for 4 days x \$69/day. Travel costs increase by 3% each year.	\$ -	\$ 2,752	\$ 2,834	\$ 2,920	\$ 3,008	\$ 11,514
Travel to Spring Advocacy Training and Meetings for 2 people: \$400 roundtrip airfare and baggage, \$100 ground transportation, lodging for 3 nights x \$200/night, meals and incidentals for 4 days x \$69/day. Travel costs increase by 3% each year.	\$ -	\$ 2,752	\$ 2,834	\$ 2,920	\$ 3,008	\$ 11,514
Travel to Community College Association of MESA Program Directors (CCAMD) Retreat: \$400 registration, \$400 roundtrip airfare and baggage, \$100 ground transportation, lodging for 3 nights x \$200/night, meals and incidentals for 4 days x \$69/day. Travel costs increase by 3% each year.	\$ -	\$ 1,776	\$ 1,829	\$ 1,884	\$ 1,941	\$ 7,430
Travel, professional development, and/or contracted services for Research & Institutional Effectiveness to ensure data collection, tracking, and analysis	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
Food, supplies, and related costs for Student Awards Banquet: 250 participants x \$28/participant	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 28,000
College/university visits: 2 visits per year x \$3,000/visit	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 24,000
Enrichment field trips: 4 field trips/year x \$2,000/field trip	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 32,000
Subtotal	\$ -	\$ 58,280	\$ 58,497	\$ 58,724	\$ 58,957	\$ 234,458

6000 - Capital Outlay	2022-23	2023-24	2024-25	2025-26	2026-27	Cumulative
Computers for MESA Program Director, Administrative Specialist, and Research Analyst (three-year replacement cycle): 3 computers x \$2,000/computer.	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ 12,000
Subtotal	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ 12,000

7000 - Other Outgo	2022-23	2023-24	2024-25	2025-26	2026-27	Cumulative
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Textbook/technology fund for emergency loans to MESA students	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 32,000
Subtotal	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 32,000

	2022-23	2023-24	2024-25	2025-26	2026-27	Cumulative
Total Direct Costs	\$ -	\$ 527,255	\$ 339,790	\$ 350,858	\$ 368,767	\$ 1,586,670
Indirect Costs (4% of Total Direct Costs)	\$ -	\$ 21,090	\$ 13,592	\$ 14,034	\$ 14,751	\$ 63,467
Total Request	\$ -	\$ 548,345	\$ 353,382	\$ 364,892	\$ 383,518	\$ 1,650,137

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

FTE equal or higher than 50%	
Description	Input
Select employee group	CM
Enter salary range	13
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$200,588

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 8.15.22