

June 10, 2025

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES
REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS
(Instructions for completing this form begin on page 2)

☒ Classified ☐ Confidential ☐ Administrative

☐ Temp Special Projects Administrator (see [AP 7135](#)) ☐ Out-of-Class Assignment

A

Position: Accompanist FTE (%): 47.5 1.00
Division: Arts Department: Music
Term (month/year): 10 month Salary Schedule (Range): A-88
Work Schedule (Days, Hours): TBD

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: Kevin Wiley Last date of employment: 06/30/2025

Reason for vacancy: Retirement

Newly or Previously Budgeted Position - Never Filled

Fiscal Year Budget Approved: _____ Budget Source (e.g., NRA, Grant Name): _____

Out-of-Class Assignment Reason ☐ Incumbent on Leave ☐ Vacancy ☐ Back-Fill

C

Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):

See Attached.

Area Vice President Initials: kf

D

Budget information to fund this position:

Account Number: 11000-372000-221000-100400-220 Amount: 100 % \$ 110,276

Account Number: _____ Amount: _____ % \$ _____

Fund (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 (grant/temporary funded): Beginning date: _____ End date: _____

Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.):

Fiscal Use Only: ☐ Funding available ☐ Funding not available | Position # _____ Contract # _____

E

Signatures - print/sign/date (to be completed in numerical order):

1. Requesting Manager: John Vitullo John Vitullo Digitally signed by John Vitullo Date: 2025.05.09 10:45:34 -07'00' 05/09/25
2. Division Vice President: Kelly Fowler Kelly Fowler Digitally signed by Kelly Fowler Date: 2025.05.09 11:50:15 -07'00'
3. Applicable Human Resources Manager: Stacy Manfredi Stacy Manfredi Digitally signed by Stacy Manfredi Date: 2025.05.09 12:41:53 -07'00'
4. Chief Compliance/Budget Officer: _____
5. Vice President, Human Resources: Recommend to fill ☐ Yes ☐ No (see attached rationale) _____ Initial _____ Date _____

Reviewed by the President's Cabinet, the following action was taken on the above request:

☐ Approved to fill immediately ☐ Approved to fill (enter date) _____ ☐ Denied

6. President/CEO: _____

MT SAN ANTONIO COLLEGE
SALARY AND BENEFITS PROJECTION

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	NAME	FY 25-26 Jul-Jun (12 mos)	Funding Source
Budget of Original Position								

CA9686	1.000	UA	88	3	10	Accompanist	Vacant	110,276	UGF
Estimated Ongoing Cost of an Accompanist position \$ 110,276									

Assumptions:

- 1. The salary calculations include the negotiated increase of 8.22% and 1.07% for CSEA 262 employees.
- 2. It also includes Health and Welfare rates for 2024-25.
- 3. This projection is assuming that position CA9686 would be Vacant as of FY25-26.

ACCOMPANIST

DEFINITION

Under general supervision, provides piano accompaniment for classes, rehearsals, and performances; serves as an instructional resource to students and teachers.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Arts. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a classification responsible for providing piano accompaniment. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents of positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the procedures and policies of assigned area of responsibility. This classification is distinguished from other classifications by having subject matter expertise in piano accompaniment.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Coaches individual students in music classes and in performance. Conducts sectional rehearsals.
2. Provides piano accompaniment during classes and various District functions, including rehearsals, concerts, productions, performances, festivals, and other events.
3. Reviews, transposes, and corrects assigned music prior to classes and rehearsal to ensure efficient use of time.
4. Records and copies rehearsal recording for choirs and voice classes.
5. Assists students by providing a proper role model, patience, friendly attitude, and general guidance.
6. Maintains and distributes music books, sheet music, catalogs, and other supplies and materials.
7. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
8. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
9. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
10. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
11. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
12. Prepares and delivers oral presentations related to assigned areas as required.
13. Performs other related 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 music theory and music styles.
3. Piano techniques and literature.
4. Choral repertoire, including classical, semi-classical, modern, and folk music.
5. Jazz repertoire, including swing, Latin, funk, and improvisation.
6. Basic principles of record keeping and file maintenance.
7. English usage, spelling, vocabulary, grammar, and punctuation.
8. Techniques for providing a high level of customer service by effectively dealing with the students and District 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. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Play the piano and read, transpose, and adapt sheet music to meet student needs.
5. Read a musical score, both whole and in parts.
6. Create an engaging and positive learning environment in a classroom or other learning environments.
7. Learn, interpret, and apply District rules, regulations, policies, and procedures.
8. Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
9. Organize, maintain, and update records and files.
10. Maintain assigned work area in a clean, safe, and secure manner.
11. Understand and follow oral and written instructions.
12. Organize own work, set priorities, and meet critical time deadlines.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to completion of at least two (2) years of study at a regionally accredited college or university, including coursework in music theory, music education, or related field; and

2. Some experience accompanying a variety of musical groups; or
3. Two (2) years of experience accompanying a variety of musical groups.

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).

PHYSICAL DEMANDS

Must possess mobility to work in a classroom setting and use standard classroom equipment, including a piano; vision to read printed materials; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for instructional activities. Finger dexterity is needed to play the piano. Incumbents in this position classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in a classroom and/or office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 6/2023

MT. SAN ANTONIO COLLEGE
Arts Division

