

**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:** Project/Program Specialist **FTE (%):** 100  
**Division:** School of Continuing Education **Department:** English as a Second Language  
**Term (month/year):** 12 months/year **Salary Schedule (Range):** 79  
**Work Schedule (Days, Hours):** M-F 7:30am - 4:30pm

**B** **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**  
**Incumbent name:** Kari Bang **Last date of employment:** 07/08/2024  
**Reason for vacancy:** Resignation  
**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:** MA

**D** **Budget information to fund this position:**  
**Account Number:** 17425-410500-211000-493087-2100 **Amount:** 100 % \$ 89,118.00  
**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:** Katalin Gyurindak Katalin Gyurindak 7/18/24  
2. **Division Vice President:** Madelyn Arballo Madelyn A. Arballo 7/18/24  
3. **Applicable Human Resources Manager:** Stacy Manfredi TDH 7/18/24  
4. **Chief Compliance/Budget Officer:** \_\_\_\_\_  
5. **Vice President, Human Resources:** Recommend to fill ☐ Yes ☐ No (see attached rationale) 60khakmg 8/16/2024  
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:** Martha Garcia Martha Garcia August 27, 2024

## EZ Salary Projection FY 2023-24 (Less than 50% FTE)

FTE less than 50%	
Description	Input
Select employee group	UB
Enter salary range	79
Enter months of employment	12
Enter FTE percentage	100.00%
<b>Total Annual Cost (Salary and Benefits)</b>	<b>\$89,118</b>

*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](mailto:clam@mtsac.edu)*

Revised 4.23.24 (included 4.11% in CSEA 262, CSEA 651, Confidential, and Management)

## **PROJECT/PROGRAM SPECIALIST**

### **DEFINITION**

Under general supervision, assists in planning, organizing, coordinating, and providing 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 program effectiveness and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains program records and reports; fosters cooperative working relationships with students, staff, and faculty.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned managerial personnel. May provide technical and functional direction and training to student workers.

### **CLASS CHARACTERISTICS**

This is a project/program specialist classification responsible for assisting in planning, organizing, and coordinating assigned programs, projects, services, and/or activities. Employees at this level are required to be trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Successful performance of the work requires the knowledge of program/project and College activities and extensive student, faculty, and staff contact. This class is distinguished from the Coordinator, Project/Program in that the latter has a higher level of program responsibilities and requires extensive experience in coordinative responsibilities of assigned program.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Assists in planning, coordinating, and implementing assigned program, project, services, activities, events, workshops, and outreach and recruitment activities; establishes schedules and methods for providing program, project, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
2. Provides training, orientation, and guidance to assigned student workers; prepares weekly and daily schedules; reviews and controls quality of work; assists in the recruitment and selection of staff and provides recommendations.
3. Participates in developing goals, objectives, policies, procedures, and work standards for assigned program and/or project to which assigned.
4. Assists in coordinating assigned program and/or project, including identifying stakeholders, conducting needs assessments, gathering data and information, and implementing changes and/or updates; provides on-going support to ensure program and/or project success.

5. Administers evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments.
6. Assists in marketing program, project, services, activities, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials; prepares and revises handouts regarding operation protocol for project or program.
7. Coordinates with other departments and divisions to ensure effective and efficient operations, technology, and services of assigned program and/or project.
8. Researches, compiles, and organizes information and data on topics related to assigned programs and/or projects; prepares and assembles reports and other informational materials.
9. Serves as a liaison and contact person to students, staff, and faculty; provides consultative services and advice on assigned programs and/or projects; provides requested data, answers questions, and refers inquiries to the appropriate resource within or outside the College; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
10. Provides administrative assistance and operational support to assigned programs and/or projects; composes, types, edits, and proofreads a variety of documents, including forms, memos, reports, and correspondence.
11. Maintains and updates various databases and filing and record-keeping systems for assigned programs and/or projects.
12. Prepares requisitions to purchase items, maintains inventory of supplies, equipment, and materials as needed; gathers information for advisement purchases for faculty and staff with regards to proposed equipment purchases/maintenance and program effectiveness.
13. Represents the program at meetings both on and off campus; may be assigned to act as a liaison to outside agencies.
14. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
15. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
18. Prepares and delivers oral presentations related to assigned areas as required.
19. 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. Principles, practices, and service delivery needs related to the program area(s) to which assigned.

3. Procedures for planning, implementing, and maintaining assigned program and/or project.
4. Research and reporting methods, techniques, and procedures.
5. Principles and practices of data collection and report preparation.
6. Basic 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 dealing with the public and basic public relations.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

**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. Inspect the work of others and maintain established quality control standards.
5. Train others in proper and safe work procedures.
6. Identify and implement effective course of action to complete assigned work.
7. Oversees assigned program and/or project operations, services, and activities.
8. Participate in the development of goals, objectives, policies, procedures, and work standards for assigned program and/or project.
9. Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
10. Make accurate mathematical and statistical computations.
11. Prepare clear and concise reports, correspondence, procedures, and other written materials.
12. Interpret, apply, and explain applicable College policies, rules, and regulations related to areas of responsibility.
13. Establish and maintain a variety of filing, record keeping, and tracking systems.
14. Organize own work, set priorities, and meet critical time deadlines.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

1. Equivalent to an Associate's degree from a regionally accredited college; and
2. One (1) full time equivalent year of responsible program or project coordination experience.

### **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:**

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, 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. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

# ESL DEPARTMENT ORGANIZATION FLOW CHART

