

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: Special Project Manager (Contracts) FTE (%): 1.00

Division: Administrative Services Department: Purchasing

Term (month/year): 12 Salary Schedule (Range): M9

Work Schedule (Days, Hours): Monday-Friday, 8:00-5:00pm

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: _____ Last date of employment: _____

Reason for vacancy: _____

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):

Please see attached.

Area Vice President Initials: _____

D

Budget information to fund this position:

Account Number: 11000 641000 211000 677000 2100 Amount: 100 % \$ _____

Account Number: 11000 663000 211000 677000 2100 Amount: 100 % \$ _____

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: Angelica Davis Angelica Davis Digitally signed by Angelica Davis
Date: 2024.08.16 10:47:29 -07'00' 08/16/24

2. Division Vice President: Morris Rodrigue Morris Rodrigue Digitally signed by Morris Rodrigue
Date: 2024.08.16 11:11:34 -07'00' _____

3. Applicable Human Resources Manager: Stacy Manfredi _____

4. Chief Compliance/Budget Officer: Rosa Royce _____

5. Vice President, Human Resources: Recommend to fill ☐ Yes ☐ No (see attached rationale) *Sothabany* 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: Dr. Martha Garcia *Martha Garcia* August 27, 2024

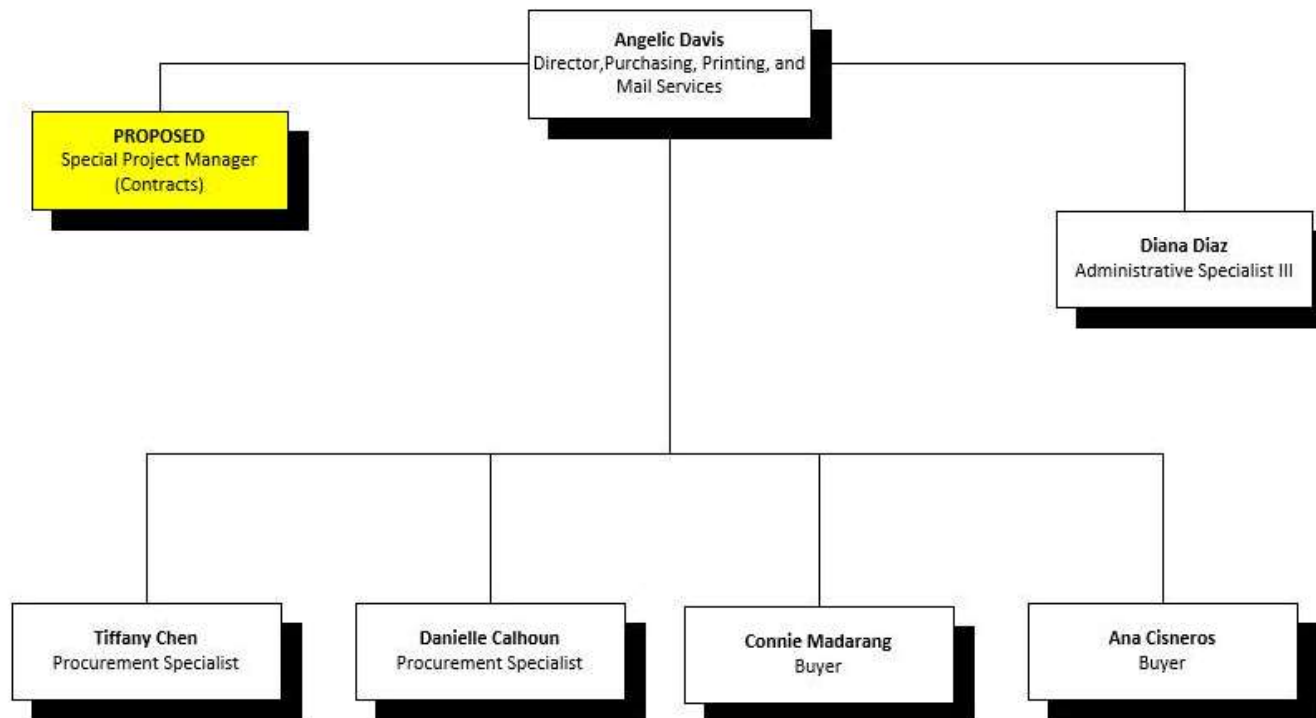
MT SAN ANTONIO COLLEGE
SALARY AND BENEFITS PROJECTION
Purchasing Department Positions Restructure
(Prepared August 1, 2024)

POSITION NUMBER	FTE	RANGE	STEP	TOTAL MONTHS	NAME	FY 24-25 Jul-Jun (12 M) TOTAL SALARY & BENEFITS	Funding Source/Comments
Repurposing Position							
New Position:							
MTxxxx	1.000	9	1	12	Special Project Manager	175,195	(A)
Funding Source Details							
Elimination of Mail Room Operator and Printing Services Tech Position:							
CA9211	0.475	62	3	12	Mail Room Operator	30,470	<i>UGF</i>
CA9603	0.475	73	3	12	Printing Services Tech	33,851	<i>UGF</i>
Subtotal of CA9211 and CA9603						64,321	(B)
Estimated Ongoing Additional Cost						\$ (110,874)	(B) - (A) <i>Unknown Funding</i>

Assumptions: The salary calculations include the negotiated increase of the 1st 4.11% for CSEA 262, CSEA 651, and Confidential employees. It also includes Health and Welfare rates for 2024-25. It includes the updated Management Salary Schedule approved at the Board of Trustees meeting on March 13, 2024.

 8/1/24

MT. SAN ANTONIO COLLEGE
Purchasing
2024-25



Chapter 7 - Human Resources

AP 7135 Temporary Special Projects Administrators

Reference:

Education Code Section 72411

Salary Compensation

Temporary Special Projects Administrators hired under the provisions of Education Code Section 72411 will be compensated in accordance with the Temporary Special Projects Administrator Daily Rate Schedule. Total salary compensation for the term of employment will be calculated as the sum of the assigned duty days and designated management holidays within the contract period multiplied by the daily rate. The daily rate will be prorated for assignments less than one hundred (100) percent. The maximum number of compensable days during any fiscal year shall not exceed two hundred sixty (260).

Term of Assignment

The length of service for a Temporary Special Project Administrator shall be a maximum of five (5) years, with a yearly evaluation and renewal of assignment.

Holidays

Temporary Special Projects Administrators shall be entitled to the scheduled management and floating holidays that fall within the contract period.

Sick Leave

One day of sick leave will be earned for each full month of service. The amount of earned sick leave will be prorated for assignments less than one hundred (100) percent. Sick leave may be taken prior to being earned, up to the maximum number of days earnable for the contract period. If sick leave is taken in advance and the sick leave taken exceeds the sick leave earned at the time of termination, the salary and stipend pay for the excess days will be deducted from the final paycheck. Unused sick leave days earned during any contract of employment will expire upon termination of employment for that contract period and will not be compensated or applied to any subsequent contract of employment.

Vacation

Two days of vacation will be earned for each full month of service. The amount of earned vacation will be prorated for assignments less than one hundred (100) percent. Vacation must be earned before it can be used. Unused vacation days earned during any contract of employment will be compensated at the daily salary rate, provided that the College, prior to termination, may require the Temporary Special Projects Administrator to use any or all remaining vacation days in lieu of payoff.

Daily Rate Schedule

Special Project Coordinator	Range 1	(M-05)
Special Project Manager	Range 2	(M-09)
Special Project Director	Range 3	(M-13)

Classification Title: Special Projects Coordinator (Project Designation)

Salary Level: Range 1 (Special Projects Administrator Daily Rate Schedule)

Basic Function

Under general direction, assist supervising manager by performing varied administrative duties involving a high degree of responsibility.

Representative Duties

- Assist and advise supervising administrator; relieve supervising administrator of special project administrative detail.
- Assist in the implementation of project activities; monitor project activities for conformance with policies and objectives; develop criteria for evaluating the effectiveness of project activities.
- Assist in the monitoring of project budget(s); develop procedures for maintenance of project records and logs.
- Assist in the preparation of fiscal and other reports, as directed; prepare articles for publication.
- Review the work of office staff, as directed.
- Represent the supervising administrator at conferences and meetings related to project activities; address interested groups.
- Assist the supervising administrator in coordinating project activities with campus/ District staff, community agencies, service providers, and businesses.
- Perform related duties, as assigned.

Qualifications

- Knowledge of: organization, personnel, and fiscal management; office management and procedures.
- Ability to: analyze and solve problems of organization and management; work both independently and in a team environment; identify the need for and develop proposed changes to operating practices and policies related to special project activities; supervise the staff of an administrative office; speak and write effectively; utilize Microsoft Word and Excel software.
- Education and Experience: equivalent to an associate's degree from an accredited experienced institution, preferably with an emphasis in business or related area; extensive responsible office supervisory and technical administrative experience involving analytical and discretionary assignments. Bachelor's degree preferred.

Classification Title: Special Projects Manager (Project Designation)

Salary Level: Range 2 (Special Projects Administrator Daily Rate Schedule)

Basic Function

Under direction of the responsible campus administrator, perform comprehensive administrative direction of designated special project(s).

Representative Duties

- Establish a comprehensive plan for achieving project objectives and provide overall direction of project activities including assessment, marketing, development, implementation, and evaluation.
- Manage project budget(s) and maintain appropriate records and logs; prepare fiscal reports required by funding agencies and the District accounting office; prepare other reports, as directed.
- Manage office staff and functions.
- Serve as liaison in coordinating project activities with campus/District staff, community agencies, service providers, and businesses.
- Attend and participate in conferences and meetings related to project activities; address interested groups.
- Seek new grants; write grant proposals.
- Perform related duties, as assigned.

Qualifications

Knowledge of:	project policies, procedures and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.
Ability to:	assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment; utilize word processing and spreadsheet software; coordinate and conduct meetings; speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.
Education and Experience:	Bachelor's degree in an area related to the project(s) and at least two (2) years of experience in administering the specified project(s) or similar project(s).

Classification Title: Special Projects Director (Project Designation)

Salary Level: Range 3 (Special Projects Administrator Daily Rate Schedule)

Basic Function

Under direction of the responsible campus-level administrator, perform comprehensive District, regional, and/or statewide administrative direction of designated special project(s).

Representative Duties

- Plan, develop, direct, and manage District, regional and/or statewide special project(s). Assume leadership for attainment of project goals and objectives.
- Coordinate the efforts of departments, colleges, and/or districts involved in the project(s) and provide technical assistance with program development and implementation.
- Serve as a resource in maintaining communication with campus, regional, and statewide project administrators and staff to exchange information, coordinate programs, and resolve issues and conflicts.
- Maintain current knowledge of methods and technologies pertinent to the project(s); conduct and review research studies and surveys regarding project constituents, clients, and trends.
- Direct the preparation and maintenance of detailed and comprehensive reports, records, and files regarding project budgets, personnel, facilities, student attendance, and activities.
- Direct, supervise, and evaluate the performance of assigned project managers, coordinators, and staff.

- Plan and conduct initial screening and interviewing of prospective project employees in accordance with District policies and procedures, and make recommendations for employment.
- Participate in the orientation, training, assignment, and evaluation of project personnel.

Qualifications

Knowledge of: project policies, procedures, and practices; writing, implementation, and evaluation of grants; organizational operations and grant budget management.

Ability to: assess, develop, implement, and evaluate project activities; organize time and resources; work both independently and in a team environment; utilize word processing and spreadsheet software; coordinate and conduct meetings; speak and write effectively; utilize correct English, grammar, spelling, punctuation, and vocabulary.

Education and Experience: Graduate degree in a related area AND at least five (5) years of administrative experience in a related educational setting, or the equivalent. Equivalent qualifications must include, at minimum, Bachelor's degree in a related area and other education, training, and/or professional experience that would be equal to the graduate degree and administrative experience requirements.

Approved: September 11, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016

Revised: March 13, 2019