

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



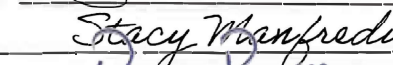
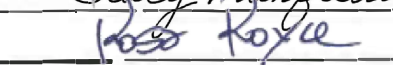
☐ Temp Special Projects Administrator (see [AP 7135](#)) ☐ Out-of-Class Assignment

A Position: Fiscal Technician II FTE (%): 100
Division: Administrative Services Department: Fiscal Services/Payroll
Term (month/year): 12 Salary Schedule (Range): 88
Work Schedule (Days, Hours): M-F, 7:30am to 4:30pm

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
Incumbent name: Evelyn Ramirez Last date of employment: 12/30/2024
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

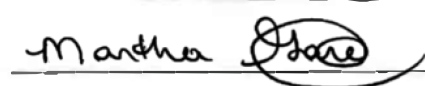
C **Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):**
See attached. CA9668 - Phase 1 on Hiring Prioritization / Master Phased Recruitment Position List
Area Vice President Initials: SC

D **Budget information to fund this position:**
Account Number: 11000-613000-211000-672000-2100 Amount: 100 % \$ 128,219
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 # CA9668 Contract # 213281

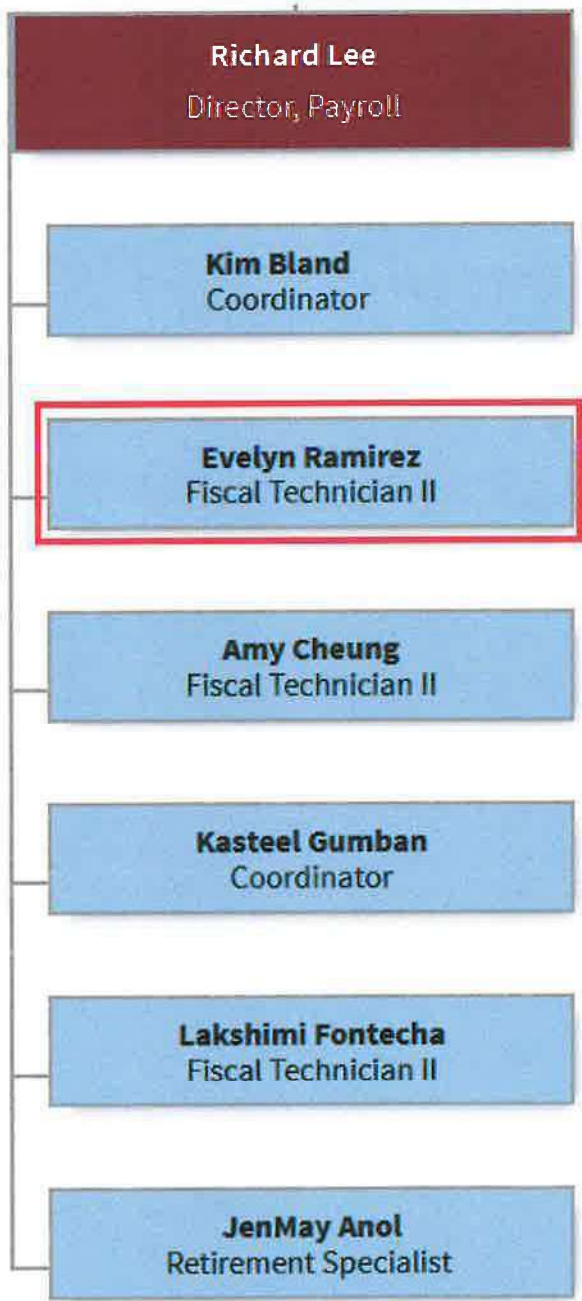
E **Signatures - print/sign/date (to be completed in numerical order):**
1. Requesting Manager: Richard Lee  Digitally signed by Richard Lee
2. Division Vice President: Shannon Carter  12/19/2024
3. Applicable Human Resources Manager: Stacy Manfredi  12/3/24
4. Chief Compliance/Budget Officer: Rosa Royce  12/10/24
5. Vice President, Human Resources: Recommend to fill ☐ Yes ☐ No (see attached rationale) Sothaling 12/12/24
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  December 17, 2024

PAYROLL ORGANIZATION CHART



FISCAL TECHNICIAN II

DEFINITION

Under general supervision, performs a variety of routine to complex technical and administrative support duties in the preparation, maintenance, and processing of accounts payable, accounts receivable, payroll, financial expenditures, reimbursements, student accounts, and student aid; posts, balances, adjusts, and maintains accounting and financial records.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no supervision of staff. May provide training to assigned staff or other administrative support staff.

CLASS CHARACTERISTICS

This is the full journey-level class in the Fiscal Technician series that performs the full range of routine to complex administrative support and technical duties in the College's Fiscal Services Department and various other departments. Incumbents at this level are capable of performing varied technical and account support activities, including providing assistance to the students and staff regarding the payment of fees and fines, student loans, financial aid, payroll, vendor payments, and other accounting support activities. Incumbents of the Fiscal Technician II receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Fiscal Specialist in that the latter performs technical work with higher level of complexity and difficulty in assigned accounting/finance areas.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Performs a variety of routine to complex technical accounting support duties, including posting, balancing, adjusting, maintaining, and reconciling accounts and financial records according to established policies and procedures.
2. Reviews, verifies, processes, posts, reports, and records a variety of financial transactions and documents, including invoices, requisitions, purchase orders, warrants, expense reports, reimbursements, travel reimbursements, vouchers, and related paperwork; ensures accuracy and timely processing of payments, checks, data, forms, and reports; tracks payments via worksheets.
3. Prepares and audits payment packages; reviews a variety of expenditures; matches purchase orders, invoices, and receiving reports; verifies prices and mathematical accuracy of payments, applicable taxes, and account codes; ensures fund availability; reviews contracts and agreements; verifies management approvals, Board authorization, and liability insurance coverage.

4. Assists in the preparation of the program, department, division, and/or campus-wide budget; prepares budget transfers and journal entries requests; assists with budgets projections and responds to related inquiries; communicates with departments regarding budget transfers and balances.
5. Monitors standing purchase orders; verifies invoice pricing and use of correct sales tax rates on invoices; reviews outstanding purchase orders at fiscal year-end to ensure accurate expenditure accruals and account balances; prepares open encumbrance report.
6. Records, assembles, tabulates, and reconciles financial and statistical data; reconciles and balances accounts; and researches and resolves discrepancies.
7. Maintains a wide variety of complex accounting and financial records, ledgers, statements, and reports; analyzes documents for payment; analyzes accounts.
8. Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports and closing functions.
9. Processes information and develops reports using standard word processing and spreadsheet software, as well as, accounting, financial, and other related electronic information systems.
10. Assists with implementation and testing of automated enterprise application systems or emerging technologies related to assignment.
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. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Performs other related or lower classification duties as assigned.

Positions that are located in the Payroll Department may perform the following duties, in addition to the duties above:

1. Audits and processes employee timesheets and verifies account numbers; inputs and verifies payroll deductions; processes related employee benefits and payroll transactions; generates payroll-related reports; maintains complex payroll spreadsheets.
2. Processes regular and supplemental monthly payroll for all employee groups, including certificated, classified, and hourly employees; performs complex payroll calculations; processes retroactive payroll adjustments; verifies overtime pay rates and makes adjustments accordingly.
3. Resolves timesheet discrepancies; assists in preparation of State and Federal withholding and related documents; processes adjustments and conducts audits of payroll transactions.

4. Completes, processes, and submits enrollment and termination forms for employee benefits and retirement purposes; assists employees in completing retirement forms and resolving retirement issues.
5. Responds to inquiries from employees regarding payroll; including employer benefit contributions and employee benefit deductions, sick leave and vacation and resolves payroll-related discrepancies and issues; processes employment verifications.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, as well as College policies, procedures, and objectives relevant to assigned area of responsibility.
4. Principles and practices of data collection and report preparation.
5. Business arithmetic, statistical and basic financial techniques.
6. Financial and statistical record keeping principles and procedures.
7. Modern office practices, methods, and computer equipment and computer applications, including word processing, database, and spreadsheet software.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. 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, 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. Perform detailed and complex account and financial office support work accurately and in a timely manner.
5. Train and provide work direction and guidance to others as needed.
6. Respond to and effectively prioritize multiple phone calls and other requests for service.
7. Interpret, apply, and explain applicable policies and procedures.
8. Compose correspondence and reports independently or from brief instructions.
9. Make accurate arithmetic, financial, and statistical computations.

10. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
11. Establish and maintain a variety of filing, record keeping, and tracking systems.
12. Understand and follow oral and written instructions.
13. Organize own work, set priorities, and meet critical time deadlines.
14. Operate modern office equipment including computer equipment and specialized software applications programs, 10-key calculator by touch, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. Understand scope of authority in making independent decisions.
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:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to the completion of the twelfth (12th) grade supplemented by college-level accounting or related courses at a regionally accredited college; and
2. Four (4) years of administrative, accounting, or payroll support experience, preferably within a higher education setting.

OR

1. Equivalent to an Associate's degree from a regionally accredited college in accounting, finance, or a related field; and
2. Two (2) years of administrative, accounting, or payroll support experience, preferably within a higher education setting.

A Bachelor's degree in Business Administration (with a related emphasis) will qualify incumbents for an increased pay grade.

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:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in 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. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbent 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 and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 2/2019; 7/2023

EZ Salary Projection FY 2024-25 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	88
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$128,219

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 8.22.24 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)

Personnel Transactions

CLASSIFIED EMPLOYMENT

New Hire(s)

Name	Position	Department	Range	Step	Job FTE/Term	Effective	Annual Salary
Fabian, Jarius	Laboratory Technician, Film and Television	Commercial and Entertainment Arts	A-79	1	.475/12 month(s)	07/01/2024	\$29,668.90

Temporary Out-of-Class Assignment(s)

Name	Position	Department	Range	Step	Job FTE	Effective	Monthly Salary
Marin, Ann Marie	Administrative Specialist III	Arts	A-88	6	1,000	07/01/2024-07/16/2024	\$7,265.48

Separation(s)

The effective date is the employee's first day of separation.

Name	Position	Department	Effective
Bang, Kari	Project/Program Specialist	English Second Language	07/09/2024

Retirement(s)

The effective date is the employee's first day of retirement.

Name	Position	Department	Effective
Bollier, Sandra	Financial Aid Specialist	Financial Aid	12/31/2024
Carrillo, Elsa	Administrative Specialist I	Adult Basic Education	12/31/2024
Chandler, William	Custodian I	Custodial Services	12/31/2024
Fermin, William	Custodian II	Custodial Services	12/31/2024
Galutira, Emmanuel	Custodian II	Custodial Services	12/31/2024
Jauregui, Juan	Lead Landscape Chemical Specialist - Campus Grounds and Sports Fields	Grounds	12/28/2024
Lewallen, John	Coordinator, Graphic Design	Marketing and Communication	12/31/2024
Marquez, Manuel	Irrigation Specialist	Grounds	12/31/2024
Navarro Chavez, Jesus	Grounds Heavy Equipment Operator	Grounds	12/31/2024
Navarro, Marcos	Custodian I	Custodial Services	12/31/2024
Poncetta, Larry	Animal Farm Operations Specialist	Agricultural Sciences	08/01/2024
Ramirez, Evelyn	Fiscal Technician II	Payroll	12/31/2024
Torres, Maria	Administrative Specialist III	Technology and Health Division	12/31/2024
Zahn, Lisa	Account Specialist	Non credit/School of Continuing Education Division	12/31/2024
Zhang, Hui	Senior Systems Analyst/Programmer	Information Technology	12/31/2024