



Non-Instructional Position Request Form
2014-2015

Range 32
Position Request # 19

Division/ Unit: Administrative Services

Position Classification Requested: Fiscal and Administrative Services Technician (Range 32)

Please indicate if this is a request for / to:

- Fill a currently vacant position (Must attach District job description; see Sharon Davidson for assistance)
Increase of an existing position (Must attach District job description; see Sharon Davidson for assistance):
New position (Must attach proposed job description):

For accurate figures in the box below, requestor must see Sharon Davidson (ext. 1632).

Table with salary cost estimates: Estimate Increase/ Proposed Annual Salary Cost: \$42,858; Estimate Benefits Cost: \$21,429; Total Cost for Position: \$64,287. Includes a note about full time and regular hourly hours.

SD 10/2014
SD Review / Date

Justification:

Why is this position necessary?

This position has been on the table of organization for many years, but the incumbent left the college in December 2008 and the position has remained unfilled since that time.

Up until 2008 there was a long standing history of having two fiscal tech positions, filled on an hourly or permanent basis.

Table with 4 columns: Account Type, Number of ASB Accounts, Co-Curricular Accounts, Restricted Accounts. Rows include Fiscal Year 2008, Fiscal Year 2014, and Percentage Increase.

This is all in addition to the general fund accounts that each department on campus has with a combined approximately \$28 million dollars.

We have an increasing demand for information requests and technical budgeting/accounting assistance. Departments and programs are requesting help with reports for payroll expenses, support dealing with daily business transactions, budget planning, and assistance on general business procedures.

In addition, we need to address some internal control issues. We had a visit from our audit team and they indicated that there is a strong need for tighter internal controls.

As the college becomes larger and more activities take place, we need to have more than one person handling the accounting functions and daily transactions.

training. Having this position restored would allow the office to make this possible. We provide services to the campus, but without the support of the campus, it is very difficult to meet the demand.

Where will the individual work? To whom will the person report? Are there any special equipment/ facilities needs not already budgeted?

This person will work in the Administrative Services Office in the common cubicle area. There is a dedicated work space for this individual. The College Administrative Officer will be the first line supervisor and the Vice President of Administrative Services will be the second line supervisor. There is no special equipment or facilities required for this position.

What is the consequence of not funding the position?

The work of this individual will continue to be distributed to the remaining staff. With the support of funding for the Fiscal Technician position, the supervisor will be able to assist in providing other essential services to the campus including financial training, procedure writing, and process improvement. Workload for the Administrative Services Office has exceeded its current capacity and is anticipated to grow with the implementation of the new District Resource Allocation Model. There is a strong need for integrated planning, budgeting and assessment for the college. The Administrative Services office can provide data and additional detail that would be very helpful to the process, but we need more help to keep up with the demands. Should this position not be approved, the workload will continue to grow, but efficiencies and effectiveness will continue to decline.

What alternative approaches have been considered in meeting the programmatic demands of this request?

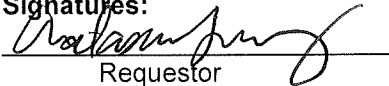
We have hired student assistants at various intervals to assist with items like filing, coping, and general distribution of paperwork, etc., but we cannot hire student assistants to do Regular classified work. However, a consistent and reliable person is what is needed for the work and demands of our office. In addition, we have to be very careful with who handles money, payroll data, etc. We will continue to utilize student assistants in the areas where we are able, but we cannot hire student assistants to do Regular classified work.

How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?

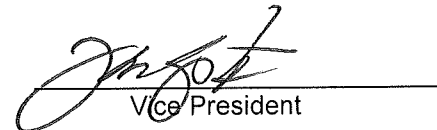
The Administrative Services Office will run more smoothly by filling the vacancy we have had since 2008.

What other personnel currently provide support to this program and these students?

Signatures:


Requestor

Dean/ Unit Administrator


Vice President

Completed requests are due to your division Dean by the end of business on October 13. After review at the Division meeting on October 15, please forward to your respective Vice President. Completed requests are due to the Administrative Services Office by October 22; requests will be presented by your Dean at the Resource Allocation Committee (RAC) meeting on November 6.

CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

Fiscal and Administrative Services Technician

This position provides essential technical accounting functions and administrative services in support of the college operations. This includes maintaining a wide variety of general and specialized financial records and documents. Work is performed under general supervision. Originality and independent reasoning are a necessity. Incumbents are required to perform a variety of duties in connection with the college fiscal and administrative operations office.

REPRESENTATIVE DUTIES

1. collect and receive monies, write receipts and deposit funds; maintain revolving cash fund; prepare bills for payment; prepare and disburse warrants;
2. receive financial documents, review for accuracy and adherence to legal and procedural requirements; prepare records for data processing routines;
3. create and maintain financial files and computer spreadsheets and enter financial data into computerized District Finance system, including requisitions, registers, journals, transfers; bank reconciliations, and box office ticket sales forms and reconciliations, close and re-open books of account;
4. prepare, review and disburse financial and statistical reports, using computer spreadsheets and computerized District Finance system including monthly balance sheets, statement of operations, and fund analysis;
5. make regular contact with students, staff and public to resolve and discuss financial issues and to coordinate use of college facilities and equipment; act as liaison between contract vendors and students and staff;
6. train approved staff how to query district on-line financial system for account balances and year-to-date account activity into computerized District Finance system; answer staff questions regarding area budgets; assist staff with various business and fiscal forms;

7. assist in the preparation of budgets; input annual college budget into computerized District Finance system;
8. develop new forms and procedures in conjunction with administration of campus fiscal operations;
9. disburse campus keys and maintain records of campus key holders;
10. may assist in supervision of hourly clerical personnel;
11. perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. general accounting and record keeping procedures;
2. general office practices and procedures including filing systems and telephone techniques;
3. basic auditing and budgeting principles;
4. basic mathematics;
5. operation of various office equipment, including microcomputer, calculator and typewriter;
6. word processing and spreadsheet applications.

Skills to:

1. establish and maintain effective and productive working relationships;
2. perform accurate and speedy mathematical calculations with the use of a calculator;
3. communicate fiscal and business issues in clear, concise form both orally and in writing;
4. create, prepare and maintain clear and accurate financial statements, reports and spreadsheets;

5. using a video display terminal enter fiscal transactions and data into computerized District Finance System;
6. establish and maintain various business and fiscal files;
7. research information, organize and compile data;
8. work independently and effectively under stress;
9. establish priorities and schedule work.

Ability to:

1. handle confidential matters judiciously; analyze and solve problems;
2. work under pressure of deadlines and constant interruptions;
3. establish and carry out work objectives in an organized, efficient and timely manner without immediate supervision or detailed instructions;
4. establish and maintain harmonious working relationships with students, co-workers and public;
5. function with normal color vision and hearing;
6. work in a sitting position for extended periods of time;
7. function with sufficient static strength, extent flexibility, and manual dexterity at the level required to perform the representative duties;
8. use ladders or other climbing apparatus to height of four feet to retrieve records and other stored materials.

Education and Experience:

Completion of two years of college level course work in accounting, business record keeping and business law and two years experience in preparing and maintaining accounting records or an equivalent combination of training, education and experience that could likely provide the desired knowledge and skills to perform the assigned duties.

License

Possession of a valid Class 3 (autos and light trucks) California driver's license.

PURPOSE OF CLASS

To provide essential technical accounting functions and administrative services in support of the college operations.

Adopted by Board of Trustees on June 17, 1997

Effective: July 1, 1997

Job Family: Clerical-Sec-Fiscal

(p:/Fiscal & Admin Svcs Tech)