



Non-Instructional Position Request Form
2015-2016

2015-04

2015-4

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

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

Division/ Unit: Administrative Services

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- ☑ New position: # of 40hours per week, # of 12months per year.
☐ Increase an existing funded position: from: ☐9, ☐10, ☐11 month to: ☐10, ☐11, ☐12 month
☐ New categorically funded position: (will be presented as information only & not ranked) # of Click or tap here to enter text. hours per week, # of Click or tap here to enter text. months per year.

Justification:

- 1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

This position has been on the table of organization for many years. In December, 2008, the incumbent of this 40-hour per week position left the college and the position has remained unfilled since that time. Prior to 2008, there has been a long-standing history, as well as a workload demand, for two Fiscal Tech positions filled on an hourly or permanent basis. This position will be responsible for multiple requests and demands from college administration to the Business Office related to Banner data entry, bank reconciliations, filing, and assisting the ASB and Co-curricular accounts.

This position interacts with over 130 accounts such as ASB, Co-Curricular, and Restricted accounts, including CTE, Basic Skills, 3SP funding, CalWorks, EOPS, etc. Further, numerous general fund accounts are assigned to each department on campus, totaling a combined approximate value of \$32.4 million dollars. The Business Office currently has two people (one 40-hour Fiscal Technical and one 40-hour College Administrative Services Officer) to support all accounts, inquiries, research, reports, etc. This position is vital in order to keep up with the high volume and short turn-around time required of college administration. One daily technical position (currently Fiscal Tech) cannot keep up with the increasing demand for informational requests and technical budgeting/accounting assistance, the day-to-day inquiries, and the normal business operations in our office. 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, it is imperative that the Business Office address some internal control issues. As a result of a recent audit, the need for tighter internal controls has been identified. One of the key components of a strong internal control system is a division of labor—having more than one person responsible for a part of the process. This ensures that the person starting the process is not also responsible for completing the process. This can only happen with more staff. This is necessary to avoid future negative audit findings.

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. We need to address department requests for more regular reporting and training. Having this position restored would allow us to start to address the operational

deficiencies we are experiencing and more effectively utilize our current staff in the Business Office. We provide critical services and information to the campus and we have a desire to provide timely services to the campus as well. Without the support of the campus, it is very difficult to provide these services.

a. Give some historical perspective of the changing workload over a 3-5 year period:

Example: Workload unit 1= # Bio/Chem lab students/semester > 2010= 900 2015=1000 Change over time is =11%

Account Type	Number of ASB Accounts	Number of Co-Curricular Accounts	Number of Restricted Accounts
Fiscal Year 2008	30	40	43
Fiscal Year 2015	42	59	51
Percentage Change	40% increase	45% increase	18.6% increase

This is in addition to the general fund accounts that each department on campus has with a combined approximate value of \$32.4 million dollars. Currently, we have two people to support all of these accounts, inquiries, research, reports, etc. To keep up with the demand we need this position. One daily technical positions (currently Fiscal Tech) cannot keep up with the day to day inquires and normal business operations that are requested from our department.

2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-

- a. LPC Planning Priorities: This position will have a positive impact on the LPC Planning Priorities because we will be able to provide better information to departments as they expand and grow. The most important Planning Priority that we impact with this position is implementing best practices to meet the ACCJC Standards. As we work toward integrating institutional planning and budgeting, our office needs to be able to respond to those demands. With our current staffing level we are limited in our ability to help establish regular and ongoing processes that support the best practices required by ACCJC standards.
- b. Other requirements or needs detailed in Master Plans or Accreditation: In the Draft Educational Master Plan 2015-2020, the goal (C) of Supportive Organizational Resources indicate "to ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels," etc. In order to achieve this goal, the Educational Master plan further outlines the strategic direction for the college to invest in which is to Strengthen Financial Stability (C1), Build Infrastructure to Support and Implement Grants (C2), and Provide Appropriate Staffing Levels (C3). All of these strategic directions support the request of this position.

3. What other alternatives have been considered in lieu of this position to meet programmatic demands? We have hired student assistants at various intervals to assist with items such as filing, copying, and general distribution of paperwork, etc., but we cannot hire student assistants to do regular Classified work. A consistent and reliable person is what is needed for the work 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.

4. What is the consequence of not funding this position? The work of this individual will continue to be distributed to the current 40-hour Fiscal Technical and the current 40-hour College Administrative Services Officer, limiting the amount of other essential services the Business Office is able to provide to the college administration including, financial training, procedure writing, and process improvement. Workload in the Business 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 Business Office can provide data and additional detail that would be very helpful to the process given additional support provided by hiring a Fiscal and Administrative Services Technician. Should this position not be approved, the workload will continue to grow but efficiencies and effectiveness will continue to decline.

