

NON-INSTRUCTIONAL POSITION REQUEST 2016-2017

Internal Use

#: 2016-01

Requester Name: Natasha Lang

SECTION 1: SUMMARY INFORMATION

Title of Position Being Requested:

Fiscal Coordinator, Special Programs and Grants

Indicate if this position or a similar position has been presented to RAC previously and in what years:

Yes similar positions have been presented to RAC for the last several years. We have asked for a Fiscal Technician, Accountant, and now Fiscal Coordinator, Special Programs and Grants. These positions have been presented in 2009, 2013, 2014, 2015 and now in 2016. In 2010, 2011, 2012, I understood that we were laying people off and did not ask for these positions even though they were critically needed.

Position Will Reside in Division/Unit:

Administrative Services Office in the Business Office

A Current or Proposed District Job Description is attached: Yes No

The position is:

New

Number of Hours per Week: _____ 40

Number of Months per Year: _____ 12

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR **From:** _____ % **to** _____ %

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 2: JUSTIFICATION

Position Description/Function:

This position will be responsible for multiple demands in LPC's Business Office with specific emphasis on oversight of the multiple Restricted Budget accounting transactions. This position will assist with the financial reporting and general fiscal oversight related to restricted budgets and reporting requirements.

This position would:

- Monitor multiple state and federal grants and expenditures and other categorically funded programs for fiscal and programmatic compliance.
- Serve as the primary contact for all coordinators who oversee a restricted budget.
- Assist administration and college with budget implementation for all categorical, special projects, and grants.
- Act as the Business Office liaison between the college and funding agencies to provide clarification of state policies and procedures with respect to grants/budget regulations and compliance issues.
- Act as the College project lead for audit findings related to all restricted budgets.
- Be responsible for closing out year-end transactions of restricted budgets.
- Be the liaison to the audit team throughout the year.

Indicate To Whom Does this Position Reports:

Natasha Lang

List other Personnel in the Unit:

College Administrative Services Officer and Accounting Technician.

Give 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%

Workload unit 1 = # of Co-Curr. & ASB Accounts > 2008 = 70

2016 = 107

Change over time is: = 52.8%

Workload unit 1 = # of Restricted Accounts > 2008 = 43

2016 = 51

Change over time is: = 18.6%

Comments:

See Attached Historical Perspective Comments

SECTION 2: JUSTIFICATION

HISTORICAL PERSPECTIVE COMMENTS:

LPC's General Fund and the Departments' multiple Restricted Budgets have a combined approximate value of \$34.3 million dollars. Currently, the Business Office a College Administrative Services Officer and an Accounting Technician to support all of these accounts, inquiries, research, reports, etc. The Accounting Technician is insufficient to handle the increased and urgent day-to-day demand required for the \$34.3 million dollar budgets.

The Business Office has experienced an increasing demand for informational 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, it is critical that the Business Office addresses some internal control issues. One of the findings of a recent audit team visit is to implement tighter internal controls. A key component of a strong internal control system is a division of labor. This means, more than one person needs to be 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 audit findings.

As the college becomes larger and more activities take place, the Business Office needs 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 would allow this office to start addressing the operational deficiencies that exist. The Business Office provides critical services to the entire campus but without the support of the campus, it is very difficult to meet this demand.

SECTION 3: LPC MISSION, MASTER PLAN, AND ACCREDITATION

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position will have a positive impact on the LPC's Mission and Planning Priorities:

The Business Office supports the College Mission by strengthening fiscal stability and accountability. This position will help oversee the accounting transactions related to the Restricted Budgets at the college. This oversight will lead to more proactive and integrated-budget decisions allowing the Business Office and all Departments at LPC to better serve students on campus.

Indicate how this position will have a positive impact on LPC's Educational Master Plan:

The position being requested speaks directly to Goal C of LPC's Educational Master plan which is "Support Organizational Resources." The goal states 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 defines this goal as:
C1. Support initiatives that strengthen the financial stability of LPC.
C2. Create infrastructure to support the pursuit and implementation of grants;
C3. Building staffing levels across the college to more effectively meet student needs and external mandates.
C4. Ensure that infrastructure can continue to meet current and future technology needs at Las Positas College
All of these strategic directions support the request of this position.

Indicate how this position will have a positive impact on Accreditation:

This position will have a significant and positive impact on the LPC Planning Priorities as it will allow the Business Office to provide more effective, appropriate, and timely information to departments as they expand and grow. The most important Planning Priority that we impact with this position is to implement best practices to meet the ACCJC Standards. As we work toward integrating institutional planning and budgeting, the Business Office needs to be in a position to respond to those demands. With the current staffing level, the Business Office is limited on its ability to help establish regular and ongoing processes that support the best practices required by ACCJC standards.

SECTION 4: PROGRAM REVIEW AND IMPACT

Indicate how this position will have a positive impact on your Program Review:

This position will allow the Business Office to fulfill its program review request for a new accounting position. The position will support the Departments' multiple Restricted Budgets in a more effective and timely manner. Currently the Business Office has difficulty responding to all of the campus's demands in a timely manner.

Indicate other alternatives that have been considered in lieu of this position to meet programmatic demands:

In the past, the Business Office has hired student assistants at various times to assist with items like filing, copying, and general distribution of paperwork, etc.; however, the Business Office cannot hire student assistants to do Regular Classified work. For the most part, this work goes undone or is done by staff members who should be focusing on other job-related responsibilities. However, a consistent, reliable, and experienced person is critical to meet the requirements made on our office. In addition, the Business Office is required to be cautious with individuals who handle money, payroll data, etc. We will continue to utilize student assistants to support certain tasks, but we cannot hire student assistants to do Regular Classified work.

Indicate the consequence of not funding this position:

Without this position, the work of this position would continue to be distributed to the existing staff. With the support of funding for this 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 District Resource Allocation Model. There is a strong and demonstrated need for integrated planning, budgeting and assessment for the college. The Business Office will be in a stronger position to be proactive and provide integrated budget information in a timely and in-depth manner only if this position is approved. Should this position not be approved, the workload will continue to grow, but efficiencies and effectiveness will continue to decline. The Business Office will be unable to keep up with the demands.

SECTION 5: COSTS*

Estimate Increase/Proposed Annual Salary Cost:	\$ <u>61,979.00</u>
Estimate Benefits Cost:	\$ <u>30,989.50</u>
Total Cost for Position:	\$ <u>92,968.50</u>

NOTE:

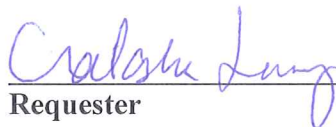
Full Time = 20-40 hours per week or 50% - 100%

Regular Hourly = 18 hours or less per week (<50%)


**Costs: For accurate costs below, requestor must contact College Administrative Assistant, Sharon Davidson, in the LPC Office of Administrative Services (ext. 1632).*

SECTION 6: REVIEWS

Signatures:


Requester

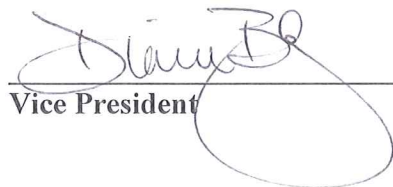
9/20/16
Date


College Administrative Assistant
Office of Administrative Services

9/28/16
Date

Dean/Unit Administrator

Date


Vice President

9-29-16
Date

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FISCAL COORDINATOR, SPECIAL PROGRAMS AND GRANTS

RANGE 44

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction of the Vice President, Administrative Services and within the Business Office and Administrative Services, plans and develops methods and procedures to implement, administer and monitor budget activities of the College's Special Programs and Grants. Monitors and tracks all College categorically funded programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinates special programs, grant and categorically funded activities within the College Business Office.
2. Monitors multiple state and federal grants and expenditures and other categorically funded programs such as Career Technical Education (CTE), SSSP, Equity, Community Education (fee based) and other private, corporate, foundation and community grants for fiscal and programmatic compliance.
3. Assists with the review of grant proposal budgets, community education and other funding as it pertains to categorical funding projects; assists with the budget of proposals and agreements for College/District managers and Board of Trustees review.
4. Assists administration and college with budget implementation for all categorical, special projects, grants and community education. Assists with the interpretation and use of budget funds to ensure fiscal control compliance with grant and contract regulations.
5. Works with college and district budget personnel regarding special project budget compliance and provides guidance with interpretation and use of budgets to ensure fiscal control compliance with grant and contract regulations.
6. Act as Business Office liaison between the college and funding agencies to provide clarification of state policies and procedures with respect to grants/budget regulations and compliance issues.
7. Analyze new project budgets, recommend effective, efficient implementation and ensure compliance while meeting project goals in a timely manner, including spend-down procedures to completely and correctly utilize funds.
8. Responsible for writing, reviewing and revising Memo of Understanding (MOU) for contractors participating in the programs; review and revise budgets, preparing Board materials for contractors, making sure contracts are promptly paid, and reporting expenditures.
9. Reviews personnel action forms for use of funds for personnel costs. Confirms and signs off to acknowledge availability of funds. Follow up with coordinators/administrators to address discrepancies.

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Fiscal Coordinator, Special Programs and Grants (Continued)

10. Coordinate development and implementation of new procedures to ensure proper internal controls are in place
11. Act as College project lead for audit findings related to categorically funded, special projects and grants, including all reporting, both programmatic and financial. Works closely with internal and external auditors to make recommendations regarding findings.
12. Provides training and guidance to college staff and other special projects staff concerning project management and College/District procedures regarding special funded budget administration.
13. Reviews and analyzes reports, records, and directives, and confers with others to obtain data required for planning and/or program activities, such as new commitments, status of work in progress and problems to be handled.
14. Reviews and monitors budgets and reports to funding agencies. Performs financial and statistical research studies as assigned by the Vice President, Administrative Services.
15. May prepare requisitions to assist college with invoice payments for goods and services.
16. Responsible for fiscal data collection, reporting, analysis and preparing Excel spreadsheets using the financial module of the College/District system. Interfaces with the Information Technology Department for assistance with development and modification of reports.
17. Assists the Vice President, Administrative Services in the evaluation of policies, procedures, and practices for accomplishing department objectives and mission. Also assists in the development and recommendation of any modifications to improve program/performance efficiency and effectiveness; or, to ensure proper internal controls that result from audit findings.
18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Program evaluation techniques and methodology.
2. Grant and budget development, analysis, reporting and tracking.
3. Laws, regulations, and guidelines with respect for grant/budget regulations.
4. Current development, standards, methods, and trends, that will demonstrate professional competency in the field of activity.
5. Experience of program administration in the California Community College system.
6. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

1. Plan, organize, and direct work to others.
2. Train, evaluate, and develop staff assigned to the activity.
3. Interpret laws and regulations related to the grant budget process, and apply this knowledge to the performance of daily duties and responsibilities and/or interpret the information to others.
4. Prepare and maintain accurate records and reports.
5. Communicate clearly and concisely, both orally and in writing.

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Fiscal Coordinator, Special Programs and Grants (Continued)**

6. Demonstrate sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the students, faculty, staff and community.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in Accounting, Business Administration, Public Administration or related field.

Experience:

Four years of experience in performing professional-level work in the field of activity.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on June 21, 2016

Effective: June 22, 2016

Job Family: Technical - Paraprofessional