

President's Cabinet  
January 26, 2021

MT. SAN ANTONIO COLLEGE  
Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS  
\*\*This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: Custodian I

Department: Facilities Planning and Management- Custodial Services

Time (FTE): 100 Term (months/year): 12

Work Schedule (Days, Hours): M-Th 10PM to 6AM F 6PM-2AM

Salary Schedule (Range): 39

Background and Rationale (use back of form if additional space is needed):  
Position vacant due to Retirement.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 1100 625000 212000 653000 2100 100 % Amount \$ 80,396  
Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Funding: (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 (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

Signatures:

1. Requesting Manager Signature [Signature] Date 01/14/21  
2. Division Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_  
3. AVP Fiscal Services Signature \_\_\_\_\_ Date \_\_\_\_\_  
4. Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_  
5. Vice President, Human Resources \_\_\_\_\_ Date \_\_\_\_\_

☐ Funding available ☐ Funding not available Position Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**

☐ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO \_\_\_\_\_ Date \_\_\_\_\_

☐ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Royanne Garrison  
Last day of employment: 05/29/2020  
(Attach **Existing** Job Description)

☐ Newly Funded Position Fiscal Year \_\_\_\_\_

☐ No Existing Job Description  
(Attach Draft of **New** Job Description)

☒ Classified ☐ Confidential  
☐ Supervisory ☐ Administrative

**\*\*For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator  
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: General Fund