

December 1, 2020

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: ESL Instructional Support Assistant

Department: English as a Second Language (ESL)

Time (FTE): 47.5 Term (months/year): 12 mo/yr

Work Schedule (Days, Hours): _____

Salary Schedule (Range): 45

Background and Rationale (use back of form if additional space is needed): This position provides leadership, mentoring, and ongoing training of classroom aides in order to meet outcomes mandated for the WIOA Title II Grant.

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): 17421-410500-211000-493087 -2100 WIOA Grant 100 % Amount \$ 22,417.00
Account Number(s): _____ % Amount \$ --27,039.00--

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:

Jody Fernando Lira
1. Requesting Manager Signature Date 8/11/2020

Steve Malmgren
2. Division Vice President Signature Date 12/16/20

Bob Rye
3. Chief Compliance/Budget Officer Signature Date 01/04/2020

Sue Nakagawa
4. Human Resources Signature Date 1/4/21

Chun-Ci
5. Vice President, Human Resources Date 1/12/21

☒ Funding available ☐ Funding not available Position Number: CA9505 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: _____

William J. Smoggin
6. Signature of President/CEO Date January 12, 2021

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Ruben Trujillo
Last day of employment: 5/15/20
Reason for vacancy: New job
(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: WIOA GRANT