

## President's Cabinet

November 24, 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: Administrative Specialist IV

Department: Information Technology

Time (FTE): 1.0 Term (months/year): 12

Work Schedule (Days, Hours): Monday - Friday; 7:30 a.m. to 4:30 p.m.

Salary Schedule (Range): A-88

Background and Rationale (use back of form if additional space is needed): See attached memo.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). None

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): 11900-44000.661000.211000.678000.210 0 100 % Amount \$ 101,319

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: This is a one year temporary position.

### Signatures:

1. Requesting Manager Signature Dale Vickers Date 12.02.2020

2. Division Vice President Signature [Signature] Date 01/19/21

3. Chief Compliance/Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

4. Human Resources Signature [Signature] Date 1/22/21

5. Vice President, Human Resources [Signature] Date 1/26/21

☒ Funding available ☐ Funding not available Position Number: CAT908 GA9666 Contract Number: \_\_\_\_\_

Comments: UNPAID SIGNATURE APPROVED BY ASB/VER. REFER TO Q. NELSON E-MAIL DATES DEC 4, 2020.

**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 William J. Smoggin January 26, 2021  
Date

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Loralyn Isomura  
Last day of employment: 11/27/20  
Reason for vacancy: 1 yr temp  
(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: \_\_\_\_\_