

President's Cabinet

January 19, 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

Department: Facilities Planning and Management- Custodial Services

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

Work Schedule (Days, Hours): _____

Salary Schedule (Range): _____ 34

Background and Rationale (use back of form if additional space is needed): _____

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 \$** 69,725

Account Number(s):	% Amount \$
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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

04/09/20
Date

4. Human Resources Signature _____ Date _____

2. Division Vice President Signature

04/15/2020
Date

5. Vice President, Human Resources _____ Date _____

3. **AVP Fiscal Services Signature**

4/15/2020
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 _____