

December 8, 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: Director, Writing Center

Department: Writing Center

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

Work Schedule (Days, Hours): 8:00-4:30

Salary Schedule (Range): CM 10 (8,810-9,929)

Background and Rationale (use back of form if additional space is needed): Please 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): 11000-340100-121000-601000 -1200

100 % Amount \$ 150,945
% Amount \$ -462,967-

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]

12/23/2020
Date

2. Division Vice President Signature [Signature]

12/4/20
Date

3. AVP Fiscal Services Signature [Signature]

01/11/2020
Date

4. Human Resources Signature [Signature]

1/15/21
Date

5. Vice President, Human Resources [Signature]

1/19/21
Date

☒ Funding available ☐ Funding not available Position Number: MA9991 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 [Signature]

January 19, 2021
Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): David Charbonneau
Last day of employment: Retirement as of 11/16/2020
(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 Unrestricted