

February 2, 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: Coordinator, Events

Department: Technical Services

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

Work Schedule (Days, Hours): M - F, 9:00 AM - 5:30 PM

Salary Schedule (Range): A-89

Background and Rationale (use back of form if additional space is needed): Replacement for James Friesen (retired 10/31/19).

Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): James Friesen
Last day of employment: 10/31/19 Oct 2019 Board
(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: _____

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): 11000-670000-211000-683000-2100 100 % Amount \$ 95,024 102,128
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 02-05-21

2. Division Vice President Signature [Signature] Date _____
rosa.royce Digitally signed by rosa.royce Date: 2021.02.11 21:07:31 -0800

3. **AVP** Fiscal Services Signature [Signature] Date _____
CCCBO

4. Human Resources Signature [Signature] Date 2/18/21

5. Vice President, Human Resources [Signature] Date 2/19/21

Funding available Funding not available Position Number: CA9903 Contract Number: _____

Comments: Funding will be processed from the Unrestricted Fund Reserves because the position was frosted.

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: _____

[Signature] 2/23/2021
6. Signature of President/CEO Date

**MT SAN ANTONIO COLLEGE
FY 2020-21 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
CA9903	1.000	A 089	Step 3	12	Coordinator, Events	11000	670000	211000	683000	2100	10000.00%	65,258	36,870	102,128	<i>No Funding. It is on the Frost</i>

TOTAL 65,258 36,870 102,128

Notes:
 Budget for the vacant/new position starts at step 3, with step increases each year thereafter.
 Budget does not include increases for COLA, employer rates (CalPERS and other), and Health and Welfare allocation increases.