

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: IT Support Technician

Department: Information Technology

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

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

Salary Schedule (Range): A-107

Background and Rationale (use back of form if additional space is needed): Please see attachment.

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.



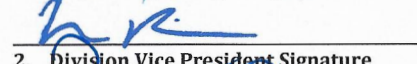
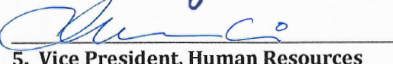
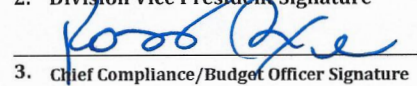
Account Number(s):	11000.661000.211000.678000.2100	100 %	Amount \$	118,755
Account Number(s):		%	Amount \$	-78,058

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		02/02/2021	4. Human Resources Signature		2/18/21
2. Division Vice President Signature		02.17.2021	5. Vice President, Human Resources		2/19/21
3. Chief Compliance/Budget Officer Signature		2/18/2021			

☒ Funding available ☐ Funding not available Position Number: CA9906 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/CBO:  2/23/2021

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Jan Francisco
Last day of employment: 2/26/21 Not in Board yet
Reason for vacancy: Retirement
(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:

**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	
CA9906	1.000	A	107	Step 3	12	Info Technology Support Tech	11000	661000	211000	678000	2100	100.00%	78,058	40,697	118,755

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.

February 9, 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: _____

Department: _____

Time (FTE): _____ Term (months/year): _____

Work Schedule (Days, Hours): _____

Salary Schedule (Range): _____


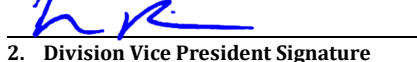
Background and Rationale (use back of form if additional space is needed): _____

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.****118,755**

Account Number(s): _____ 0 _____ % Amount \$ _____

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** _____
Date 02/02/2021**4. Human Resources Signature** _____
Date _____ **2. Division Vice President Signature** _____
Date 02.17.2021**5. Vice President, Human Resources** _____
Date _____**3. Chief Compliance/Budget Officer Signature** _____
Date _____☐ Funding available ☐ Funding not available **Position Number:** CA9906 **Contract Number:** _____**Comments:** _____**Reviewed by President's Cabinet, the following action was taken on the above request:**☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO _____
Date _____Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____ **Not in Board yet**
Reason for vacancy: _____
(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: _____