

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: Lead Broadcast & Audio Technician

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-118

Background and Rationale (use back of form if additional space is needed): Replacement for Thomas Babich (retired 3/31/19).

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): <u>11000-672000-211000-613000-2100</u>	90% <u>100</u> %	Amount \$ <u>130,481</u>	<u>117,433</u>
Account Number(s): <u>11000-670000-211000-683000-2100</u>	10% _____ %	Amount \$ _____	<u>13,048</u>

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

Signatures:

1. Requesting Manager Signature

02-05-21
Date

4. Human Resources Signature

2/18/21
Date

2. Division Vice President Signature

Date

5. Vice President, Human Resources

2/21/21
Date

rosa.royce

Digitally signed by rosa.royce
Date: 2021.02.11 21:11:08 -08'00'

3. **AVP Fiscal Services Signature**

Date

CCCBO

☐ Funding available ☐ Funding not available

Position Number: CA9986

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

2/23/2021
Date

☒ Continued Funded Position (ex. Vacancy)
 Former Employee (if applicable): Thomas Babich
 Last day of employment: 3/31/19 Feb 2019 Board
 (Attach **Existing** Job Description)

☐ Newly Funded Position Fiscal Year _____

☐ No Existing Job Description
 (Attach Draft of **New** Job Description)

☒ Classified
☐ Supervisory

☐ Confidential
☐ 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	ACTV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
CA9986	1.000	A	118	Step 3	12	Lead Broadcast and Audio Technician	11000	672000	211000	613000	2100	90.00%	78,378	39,055	117,433	No Funding. It is on the Frost list.
CA9986	1.000	A	118	Step 3	12	Lead Broadcast and Audio Technician	11000	670000	211000	683000	2100	10.00%	8,709	4,339	13,048	No Funding. It is on the Frost list.
TOTAL													<u>87,087</u>	<u>43,394</u>	<u>130,481</u>	

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.