

## President's Cabinet

January 26, 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 I

Department: Facilities Planning and Management- Custodial Services

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

Work Schedule (Days, Hours): M-Th 10PM to 6AM F 6PM-2AM

Salary Schedule (Range): 39

Background and Rationale (use back of form if additional space is needed): Position vacant due to Retirement.

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 \$ 80,396

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

01.28.2021

2. Division Vice President Signature

Date

01/29/2021

3. AVP Fiscal Services Signature

Date

4. Human Resources Signature

2/1/2021

Date

5. Vice President, Human Resources

2/1/21

Date

☒ Funding available ☐ Funding not available Position Number: CB9971 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: \_\_\_\_\_

William J. Sroggins  
6. Signature of President/CEO

February 2, 2021  
Date

☐ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Royanne Garrison  
Last day of employment: 05/29/2020 May 2020 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: General Fund