

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: Bridge Program - Educational Advisor

Department: Bridge Program

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

Work Schedule (Days, Hours): M - F 8 - 5 pm

Salary Schedule (Range): 95

Background and Rationale (use back of form if additional space is needed): Replacing Ms. Nayeli Fernandez-Madero who has resigned and accepted

a Counselor position with another College.

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): 513000 493000 11000-542000-211000-634000- 100 % Amount \$ 107,344.00

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:

<u>[Signature]</u>	<u>01/28/21</u>	<u>[Signature]</u>	<u>2/1/2021</u>
1. Requesting Manager Signature	Date	4. Human Resources Signature	Date
<u>[Signature]</u>	<u>1.28.21</u>	<u>[Signature]</u>	<u>2/2/21</u>
2. Division Vice President Signature	Date	5. Vice President, Human Resources	Date
<u>[Signature]</u>	<u>01/29/2021</u>		
3. Chief Compliance/Budget Officer Signature	Date		

☒ Funding available ☐ Funding not available Position Number: CA9778 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: _____

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

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Nayeli Fernandez-Madero
Last day of employment: 1/15/2021 01/18/2021
Reason for vacancy: Resigned
(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: _____