

March 16, 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: Administrative Specialist I

Department: English as a Second Language (ESL)

Time (FTE): 47.5% Term (months/year): 12mo/yr

Work Schedule (Days, Hours): TBD

Salary Schedule (Range): 69

Background and Rationale (use back of form if additional space is needed): An Administrative Specialist 1 is necessary to complete routine office tasks for the

ESL department including assisting with purchasing process, data input, and routine office  
procedures to support daily operations.

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): 11000-410500-211000-493087 2100 100 % Amount \$ 28,172  
Account Number(s): \_\_\_\_\_ % Amount \$ --28,137

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: \_\_\_\_\_

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Juarez, Monica  
Last day of employment: 7/30/2020  
Reason for vacancy: Resignation - Sep 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: \_\_\_\_\_

*Madeleine A. Arballo L. Fernandez*

1. Requesting Manager Signature

03/05/21

Date

4. Human Resources Signature

3/22/21

Date

2. Division Vice President Signature

3/12/21

Date

5. Vice President, Human Resources

3/22/21

Date

3. Chief Compliance/Budget Officer Signature

03/19/22

Date

☒ Funding available ☐ Funding not available

Position Number: CA9564 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. Smoggin*  
6. Signature of President/CEO

March 23, 2021

Date

**MT SAN ANTONIO COLLEGE  
FY 2021-22 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
CA9564	0.475	UA 069	Step 3	12	Administrative Specialist I	11000	410500	211000	493087	2100	100.00%	25,404	2,768	28,172	Unrestricted General Fund

**Notes:**  
**Budget status has been prepared and verified by Fiscal Services for effects of President's Cabinet Approval.**