

## President's Cabinet

March 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: Equipment Assistant -- HVAC

Department: Air Conditioning and Welding Technology

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

Work Schedule (Days, Hours): Monday - Thursday evenings

Salary Schedule (Range): Classified Range 81

Background and Rationale (use back of form if additional space is needed): Provides vital support to students and faculty for the AIRC courses held during evening hours.

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): 11000-353510-211000-094600-2100 100 % Amount \$ 31,550

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	<u>Sarah Plesetz</u>	<u>3-4-2021</u>	4. Human Resources Signature	<u>Suchakong</u>	<u>3/17/21</u>
2. Division Vice President Signature	<u>June Malmgren</u>	<u>3/5/21</u>	5. Vice President, Human Resources	<u>William J. Smoggin</u>	<u>3/22/21</u>
3. Chief Compliance/Budget Officer Signature	<u>Bob Ke</u>	<u>3/17/2021</u>			

☒ Funding available ☐ Funding not available Position Number: CA9594 Contract Number: \_\_\_\_\_

Comments: Funding will come from Reserves

### 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 March 23, 2021  
6. Signature of President/CEO Date

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Nicholas Smith  
Last day of employment: 12/31/2018  
Reason for vacancy: Resignation - January 2019 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: \_\_\_\_\_

**MT SAN ANTONIO COLLEGE  
FY 2020-21 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
CA9594	0.475	A 081	Step 3	12	Equipment Assistant	100.00%	28,625	2,925	31,550	<i>No Funding. It is on the Frost list.</i>

**Notes:**

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