

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: Fiscal Specialist

Department: Fiscal Services

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

Work Schedule (Days, Hours): Monday - Friday 7:30-4:30pm

Salary Schedule (Range): A-95

Background and Rationale (use back of form if additional space is needed): This Fiscal Specialist position will be responsible for a variety of accounting

and budget functions. This position will assist with position control and personnel budget for permanent  
classified, confidential, and management positions. This position will also work on budget development  
and grants.

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): 11000-611000-211000-672000-2100 100 % Amount \$ 107,364

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:

Maria Zugmohr  
1. Requesting Manager Signature

03/05/21  
Date

[Signature]  
2. Division Vice President Signature

03.19.2021  
Date

[Signature]  
3. Chief Compliance/Budget Officer Signature

03/19/2021  
Date

[Signature]  
4. Human Resources Signature

3.22.21  
Date

[Signature]  
5. Vice President, Human Resources

3/22/21  
Date

☒ Funding available ☐ Funding not available Position Number: CA9269 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

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Kasteel Gumban  
Last day of employment: 04/30/21  
Reason for vacancy: Promotion  
(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: Unrestricted General Fund