

## President's Cabinet

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: Lead Carpenter

Department: Facilities, Planning & Management

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

Work Schedule (Days, Hours): \_\_\_\_\_

Salary Schedule (Range): 76

Background and Rationale (use back of form if additional space is needed): The Lead Carpenter retired in December of 2019 and this position is to fill that

vacancy.

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): 11000-621100-212000-651000-2100

100 % Amount \$ 108,264

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:

Bill Asher

Digitally signed by Bill Asher  
DN: cn=Bill Asher, email=Bill.Asher@mtsa.edu,  
Date: 2021.03.11 10:31:33-0800

1. Requesting Manager Signature

Date

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not available

Position Number: CB9917

Contract Number: \_\_\_\_\_

Comments:

POSITION IS ON FROST LIST. Budget will be TRANSFER 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  
6. Signature of President/CEO

March 23, 2021  
Date

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Richard Warrenaar  
Last day of employment: 12/31/2019  
Reason for vacancy: Retirement - Feb 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: \_\_\_\_\_