

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: Program Account Specialist

Department: School of Continuing Education

Time (FTE): 1.0 Term (months/year): 12

Work Schedule (Days, Hours): 8-5

Salary Schedule (Range): 88

Background and Rationale (use back of form if additional space is needed): Critical need for Division accounting and budget development; See attachment.

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): 11000-410000-211000-601000 2100

Account Number(s): 13430-430000-211000-681000 2100

56 % Amount \$ 56722

44 % Amount \$ 44567

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 Madeline A. Schell

02.10.21

2. Division Vice President Signature John Malmer

Date

2/18/21

3. Chief Compliance/Budget Officer Signature [Signature]

Date

3/15/2020

4. Human Resources Signature [Signature]

5. Vice President, Human Resources [Signature]

3/17/21

Date

3/22/21

Date

☒ Funding available ☐ Funding not available Position Number: CA9751 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: _____

6. Signature of President/CEO William J. Smagun

March 23, 2021

Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Sharon DeLaby
Last day of employment: April 9, 2021
Reason for vacancy: Retirement
(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: restricted and revenue generating funds

**MT SAN ANTONIO COLLEGE
FY 2020-21 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
CA9751	1.000	A	088	Step 3	12	Program Account Specialist	11000	410000	211000	601000	2100	56.00%	36,183	20,539	56,722	Unrestricted General Fund-Ongoing
CA9751	1.000	A	088	Step 3	12	Program Account Specialist	13430	430000	211000	681000	2100	44.00%	28,429	16,138	44,567	Unrestricted General Fund Revenue Generated
TOTAL													<u>64,612</u>	<u>36,677</u>	<u>101,289</u>	

Notes:

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