

March 2, 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: Custodian I

Department: Facilities Planning and Management- Custodial Department

Time (FTE): 0.475% Term (months/year): 12

Work Schedule (Days, Hours): Monday - Friday 1000PM-2:00AM

Salary Schedule (Range): 39

Background and Rationale (use back of form if additional space is needed): Position vacant due to incumbent Promoting into Fulltime Position

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.): N/A

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 625000 212000 653000 2100 100 % Amount \$ 24,504

Account Number(s): % Amount \$

Funding: (check all that apply) [X] 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 02/25/21 2. Division Vice President Signature 03.04.2021 3. Chief Compliance/Budget Officer Signature 03/04/2021 4. Human Resources Signature 3/8/2021 5. Vice President, Human Resources 3/9/21

[X] Funding available [] Funding not available Position Number: CB9905 Contract Number:

Comments:

Reviewed by President's Cabinet, the following action was taken on the above request:

[X] Approved to fill immediately [] Denied [] Modified

If position does not have funding, provide funding directions:

Rationale:

6. Signature of President/CEO March 9, 2021

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

POSITION NUMBER	FTE	SCH RANGE	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
CB9905	0.475	B 039	12	Custodian I	11000	625000	212000	653000	2100	100.00	23,114	1,390	24,504	Unrestricted General Fund

Notes:

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