

President's Cabinet

February 23, 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: Director, Purchasing, Printing & Mail Services

Department: Fiscal Services

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

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

Salary Schedule (Range): M-17

Background and Rationale (use back of form if additional space is needed): In order to maintain critical operations of purchasing, printing and mail

services, approval is needed to recruit for the Director over these departments as a result of the
retirement of Teresa Patterson. Please see attached for additional details.

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): 11000-640000-215000-677000 2100 100 % Amount \$ 213,478

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:

Jenson
1. Requesting Manager Signature

Date

hr
2. Division Vice President Signature

03.04.2021

Rob
3. Chief Compliance/Budget Officer Signature

03/04/2021

Suchakong
4. Human Resources Signature

3/8/2021

Chun
5. Vice President, Human Resources

3/9/21

Date

☒ Funding available ☐ Funding not available Position Number: MC9968 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 9, 2021

Date

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

POSITION NUMBER	FTE	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
MC9968	1.000	17	3	12	Director, Purchasing, Printing	11000	640000	215000	677000	2100	100.00%	151,144	62,334	213,478	Unrestricted General Fund

Notes:

This is a budget scenario and cannot be used to process Change of Status or Request to Fill. Funding has yet to be verified. For official projection, please contact Christine Lam.

Budget for the vacant/new position starts at step 3, with step increases each year thereafter.

Budget does not include increases for COLA, employer rates (CalPERS and other), and Health and Welfare allocation increases.