

## 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: Computer Facilities Assistant

Department: Information Technology

Time (FTE): .475 Term (months/year): 12

Work Schedule (Days, Hours): 19 hours per week.

Salary Schedule (Range): A-79

Background and Rationale (use back of form if additional space is needed): Please see attached memo.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). None.

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): 11000.662000.211000.615000.210 0 100 % Amount \$ 30989  
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:

1. Requesting Manager Signature	<u>Michael Carr</u>	<u>3-23-2021</u>	4. Human Resources Signature	<u>[Signature]</u>	<u>3/29/21</u>
2. Division Vice President Signature	<u>[Signature]</u>	<u>03.23.2021</u>	5. Vice President, Human Resources	<u>[Signature]</u>	<u>3/30/21</u>
3. Chief Compliance/Budget Officer Signature	<u>[Signature]</u>	<u>03/24/2021</u>			

☒ Funding available ☐ Funding not available Position Number: CA9578 Contract Number: \_\_\_\_\_

Comments: Position was in the Frost list and will be funded from the Unrestricted General Fund 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: \_\_\_\_\_

6. Signature of President/CEO: [Signature] March 30, 2021  
Date

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Ken Kawaguchi  
Last day of employment: December 2020  
Reason for vacancy: Promotion January 2021 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: Unrestricted General Fund