

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: Coordinator, Help Desk

Department: Information Technology

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

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

Salary Schedule (Range): A-98

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): 11000.661000.211000.678000.2100 100 % Amount \$ 110089
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: Michael Carr

1. Requesting Manager Signature Michael Carr

Date 3-23-2021

4. Human Resources Signature Subhakar

Date 3/29/21

2. Division Vice President Signature [Signature]

Date 03.23.2021

5. Vice President, Human Resources [Signature]

Date 3/30/21

3. Chief Compliance/Budget Officer Signature [Signature]

Date 03/24/2021

☒ Funding available ☐ Funding not available Position Number: CA9890 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 William J. Smoggin

Date March 30, 2021

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Jackie Grier
Last day of employment: 12/26/2018
Reason for vacancy: Retirement Nov 2018 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

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	TOTAL MONTHS	TITLE	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
CA9890	1.000	UA 098	12	Coordinator, Help Desk	100.00%	71,370	38,719	110,089	<i>No Funding. It is on the Frost list.</i>

Notes:

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