

## 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: Help Desk Support Technician

Department: Information Technology

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

Work Schedule (Days, Hours): Monday - Friday; 1:00pm to 10:00pm

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): 11000.661000.211000.678000.210 0 100 % Amount \$ 94120

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 AM

3-23-2021  
Date  
03.23.2021

4. Human Resources Signature Sushant

3/29/21  
Date

2. Division Vice President Signature Boo Boice

Date  
03/24/2021

5. Vice President, Human Resources William J. Snodgrass

3/30/21  
Date

3. Chief Compliance/Budget Officer Signature \_\_\_\_\_

Date

☒ Funding available ☐ Funding not available Position Number: CA9852 Contract Number: \_\_\_\_\_

Comments: Position was in the Frost list and will be funded with 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: \_\_\_\_\_

William J. Snodgrass  
6. Signature of President/CEO

March 30, 2021  
Date

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Marina Alkasas  
Last day of employment: December 2020 11/13/2020  
Reason for vacancy: Promotion December 2020 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
CA9852	1.000	UA 079	12	Help Desk Support Technician	100.00%	59,077	35,043	94,120	<b><i>No Funding. It is on the Frost list.</i></b>

**Notes:**

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