

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 IDepartment: Facilities Planning and Management- Custodial DepartmentTime (FTE): 0.475% Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday 1000PM-2:00AMSalary Schedule (Range): 39Background and Rationale (use back of form if additional space is needed): Position vacant due to incumbent Promoting into Fulltime PositionPlease list any changes in the budgeted position as described above (i.e., title, time, term, etc.): N/APlease 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):	<u>11000 625000 212000 653000</u>	<u>100</u> %	Amount \$	<u>24,504</u>
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:

<u>[Signature]</u> 1. Requesting Manager Signature	<u>02/25/21</u> Date	_____ 4. Human Resources Signature	_____ Date
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2. Division Vice President Signature	_____ Date	5. Vice President, Human Resources	_____ Date
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3. Chief Compliance/Budget Officer Signature	_____ Date		
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☐ Funding available ☐ Funding not available Position Number: _____ Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO	_____ Date
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☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Gustavo Acero
Last day of employment: 10/27/2020
Reason for vacancy: Promotion
(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: _____