

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: Lead Carpenter

Department: Facilities, Planning & Management

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

Work Schedule (Days, Hours):

Salary Schedule (Range): 76

Background and Rationale (use back of form if additional space is needed): The Lead Carpenter retired in December of 2019 and this position is to fill that vacancy.

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): 11000-621100-212000-651000 100 % Amount \$ 108,264

Funding: (check all that apply) [X] 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:

Bill Asher

1. Requesting Manager Signature Date

4. Human Resources Signature Date

2. Division Vice President Signature Date

5. Vice President, Human Resources Date

3. Chief Compliance/Budget Officer Signature Date

[ ] 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 [ ] Modified

If position does not have funding, provide funding directions:

Rationale:

6. Signature of President/CEO Date

[X] Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Richard Warrenaar  
Last day of employment: 12/31/2019  
Reason for vacancy: Retirement  
(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:

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

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
CB9917	1.000	UB 076	Step 3	12	Lead Carpenter	100.00%	69,988	38,276	108,264	<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.***