

March 23, 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: Administrative Specialist II

Department: Technology and Health Division, Health Programs

Time (FTE): 70% Term (months/year): 12

Work Schedule (Days, Hours): 28 hours per week

Salary Schedule (Range): Classified Range 75

Background and Rationale (use back of form if additional space is needed): This position supports the Radiologic Technology, Respiratory Therapy, and Mental Health programs which are active year-round.

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 350000 211000 601000 2100

Account Number(s): ~~11000 350000 231000 601000 2100~~

**100%** **\$67,300.00**

**-95%** **Amount \$ 37,848**

**-5%** **Amount \$ -1,893**

**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:

Sarah.Plesetz Digitally signed by Sarah.Plesetz  
Date: 2021.03.17 14:12:26  
+07'00'

1. Requesting Manager Signature

Date

[Signature]

March 23, 2021

2. Division Vice President Signature

Date

[Signature]

04/13/2021

3. Chief Compliance/Budget Officer Signature

Date

4. Human Resources Signature

4/16/2021

Date

[Signature]

4/16/21

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not available Position Number: CA9552 Contract Number: \_\_\_\_\_

**Comments:** THE ADDITIONAL COST FROM 10 TO 12 MONTHS will be FUNDED BY RECEIVING 11000-350000-231000-601000-2100

**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: \_\_\_\_\_

[Signature]  
6. Signature of President/CBO

April 20, 2021

Date

## EZ Salary Projection FY 2020-21 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	75
Enter months of employment	12
Enter FTE percentage	70.00%
<b>Total Annual Cost (Salary and Benefits)</b>	<b>\$67,300</b>

*For Salary Ranges, please refer to the Human Resources*

*Website/Salary Schedules:*

<http://www.mtsac.edu/hr/salary-schedule.html>

*For questions, contact Christine Lam at Ext. 5428 or [clam@mtsac.edu](mailto:clam@mtsac.edu)*

Revised 11-18-20

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

POSITION NUMBER	FTE	SCH	RANGE	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	FUNDING/COMMENTS
CA9552	0.800	A	075	10	Administrative Specialist II	11000	350000	211000	601000	2100	100.00%	37,848	Unrestricted General Fund
CA9552	0.700	A	075	12	Administrative Specialist II	11000	350000	211000	601000	2100	100.00%	39,741	
Additional cost to convert CA9552 from 10 months 80% FTE to 12 months 70% FTE												1,893	
Funding from 11000-350000-231000-601000-2100													

**Notes:**

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

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Account Number(s):	11000 350000 211000 601000 2100	100%	\$67,300.00
Account Number(s):	<del>11000 350000 231000 601000 2100</del>	<del>-95%</del>	<del>\$37,848</del>
		<del>5%</del>	<del>-1,893--</del>

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:

Sarah.Plesetz Digitally signed by Sarah.Plesetz Date: 2021.03.17 14:12:26 -07'00'

1. Requesting Manager Signature Date March 23, 2021

2. Division Vice President Signature Date

3. Chief Compliance/Budget Officer Signature Date

4. Human Resources Signature Date

5. Vice President, Human Resources Date

[ ] Funding available [ ] Funding not available Position Number: CA9552 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