

## 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: ESL VEST Outreach Specialist

Department: English as a Second Language (ESL)

Time (FTE): 47.5% Term (months/year): 12

Work Schedule (Days, Hours): MW 8:00AM-1:00PM, TTh 4:00PM-8:30PM

Salary Schedule (Range): 53

Background and Rationale (use back of form if additional space is needed): This position will assist in the management and operation functions for specially funded vocational education projects for the college.

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.** 410501

Account Number(s): 11000-4101-211000-493087-2100 100 % Amount \$ 24,208  
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: \_\_\_\_\_

1. Requesting Manager Signature	<u>Madelyn A. Arballo</u>	<u>03/20/21.</u>	4. Human Resources Signature	<u>Sukhany</u>	<u>4/19/2021</u>
2. Division Vice President Signature	<u>Steve Malmeren</u>	<u>3/24/21</u>	5. Vice President, Human Resources	<u>Chun</u>	<u>4/19/2021</u>
3. Chief Compliance/Budget Officer Signature	<u>Bob Rye</u>	<u>4/13/21</u>			

☒ Funding available ☐ Funding not available Position Number: CA9533 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: \_\_\_\_\_

William J. Smoggin April 20, 2021  
6. Signature of President/CEO Date

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Dulce Florean-Rojas  
Last day of employment: 3/12/21  
Reason for vacancy: Resignation  
(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: General Fund

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

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS	
CA9533	0.475	UA	053	Step 3	12	ESL Outreach Specialist	11000	410501	211000	493087	2100	100.00%	21,665	2,543	24,208	Unrestricted General Fund

**Notes:**

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

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March 16, 2021 **MT. SAN ANTONIO COLLEGE**

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Position: ESL -----

Department: \_\_\_\_\_

Time (FTE): \_\_\_\_\_ Term (months/year): \_\_\_\_\_

Work Schedule (Days, Hours): \_\_\_\_\_

Salary Schedule (Range): \_\_\_\_\_

Background and Rationale (use back of form if additional space is needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.** 410501

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

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☐ 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:** \_\_\_\_\_

**S** Madelyn A. Arballo  
Madelyn Arballo

1. Requesting Manager Signature

03/20/21.

Date

4. Human Resources Signature

Date

Steve Malmgren  
 2. Division Vice President Signature

3/24/21

Date

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☐ Funding available ☐ Funding not available Position Number: CA9533 Contract Number: \_\_\_\_\_

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

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Rationale: \_\_\_\_\_

6. Signature of President/CEO

Date

Continued Funded Position (ex. Vacancy)  
 Former Employee (if applicable): \_\_\_\_\_  
 Last day of employment: \_\_\_\_\_  
 Reason for vacancy: Resignation  
 (Attach **Existing** Job Description)

Newly Funded Position Fiscal Year \_\_\_\_\_

No Existing Job Description  
 (Attach Draft of **New** Job Description)

☐ Classified Confidential  
☐ Supervisory Administrative

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