

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: Mental Health Clinician

Department: Student Health Services

Time (FTE): .80 Term (months/year): 12

Work Schedule (Days, Hours): Mon-Thurs (8:30 am - 5:00 pm)

Salary Schedule (Range): Schedule 124, Step 1 \$83,849.64

Background and Rationale (use back of form if additional space is needed): We are requesting to fill the position left vacant by Livier Martinez, Mental

Health Clinician. Currently, mental health clinicians provide sessions virtually to

enrolled students. They also participate in providing workshops and group support activities.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). No Changes

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):	<u>39000-534000-231000-644000 21000</u>	<u>100%</u>	<u>109,970</u>
Account Number(s):		<u>-88%</u>	<u>Amount \$ -67,079.74</u>
		<u>%</u>	<u>Amount \$</u>

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: Position is funded at 80% (32 hours a week), step 1 of \$83,849.64 = \$67,079.71 approximately needed in budget, plus benefits.

Signatures:

Marguerite Welford (Mar 2, 2021 14:56 PST)

Mar 2, 2021

Suchanong

4/16/21

1. Requesting Manager Signature

Date

4. Human Resources Signature

Date

2. Division Vice President Signature

3.19.21

Date

5. Vice President, Human Resources

4/16/21

Date

3. Chief Compliance/Budget Officer Signature

04/15/2021

Date

☒ Funding available ☐ Funding not available

Position Number: CA9646 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. Smuggin

April 20, 2021

Date

6. Signature of President/CEO

**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
CA9646	0.800	UA	124	Step 3	12	Mental Health Clinician	39000	534000	211000	644000	2100	100.00%	73,955	36,015	109,970	Health Services

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): 39000-534000-211000-644000 2100 100% Amount \$ 109,970
Account Number(s): % Amount \$

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

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Signatures:

Marguerite Whitford (Mar 2, 2021 14:56 PST)

Mar 2, 2021

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: CA9646 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): Livier Martinez
Last day of employment: 02/19/2021
Reason for vacancy: Resignation - March 2021 Board
(Attach Existing Job Description)

[] Newly Funded Position Fiscal Year
[] No Existing Job Description
(Attach Draft of New Job Description)

[X] 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: