

May 11, 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: Electrician

Department: Facilities, Planning & Management

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

Work Schedule (Days, Hours): Mon-Fri 7:00 am-3:30 pm

Salary Schedule (Range): _____

Background and Rationale (use back of form if additional space is needed): The electrician is retiring effective June 1, 2021 and due to short staffing and the campus being prepared to reopen, it is important that this position be filled as soon as possible.

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): 11000-621800-212000-651000 100 % Amount \$ 103,707

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:

Bill Asher	5/6/21	<i>Suchakong</i>	5/17/2021
1. Requesting Manager Signature	Date	4. Human Resources Signature	Date
<i>hr</i>	05.14.2021	<i>Suchakong</i>	5/17/21
2. Division Vice President Signature	Date	5. Vice President, Human Resources	Date
<i>Bob Rice</i>	05/16/2021		
3. Chief Compliance/Budget Officer Signature	Date		

☒ Funding available ☐ Funding not available Position Number: CB9954 Contract Number: _____

Comments: Will NOT be PASSED AND INSTEAD FUNDED PER PC
05.11.21

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
6. Signature of President/CEO
May 18, 2021
Date

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

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
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CB9954	1.000	UB 071	3	12	Electrician	11000	100.00%	66,479	37,228	103,707	
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The Position will be vacant in June and considered frosted with no funding. It was previously funded with Unrestricted General Fund.

Notes:

The budget calculations have been prepared by Fiscal Services and can be used for President's Cabinet to make decisions on the funding sources.