

May 18, 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: Director, Research & Institutional Effectiveness

Department: Research & Institutional Effectiveness

Time (FTE): 1.0 Term (months/year): 12

Work Schedule (Days, Hours): M-F, Hours Vary

Salary Schedule (Range): M19

Background and Rationale (use back of form if additional space is needed): Position needed due to retirement of director. Current director will utilize

vacation beginning July 1 and would like the position to be filled by that date.

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): 11000-379000-215000-660000-210 0 100 % Amount \$ 233,339

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:

1. Requesting Manager Signature

Date

2. Division Vice President Signature

Date

3. Chief Compliance/Budget Officer Signature

Date

4. Human Resources Signature

5/24/21

Date

5. Vice President, Human Resources

5/25/21

Date

☒ Funding available ☐ Funding not available

Position Number: MC9982 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  
6. Signature of President/CEO

May 25, 2021  
Date

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): B. McNeice-Stallard  
Last day of employment: 7/30/21  
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: General Fund

**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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MC9982	1.000	MN	019	Step 3	12	Dir, Research and Inst Effect	11000	100.00%	162,202	71,137	233,339	<i>The Position will be vacant in July and considered frosted with no funding. It was previously funded with Unrestricted General Fund.</i>
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**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.*

President's Cabinet

May 18, 2021

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Human Resources

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Instructions for completing this form are located on the back.

Position: \_\_\_\_\_

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.**

Account Number(s): \_\_\_\_\_ 0 \_\_\_\_\_ % Amount \$ \_\_\_\_\_

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:**

1. Requesting Manager Signature

Date

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: MC9982 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

Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): \_\_\_\_\_  
Last day of employment: \_\_\_\_\_  
Reason for vacancy: \_\_\_\_\_  
(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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☐ Temporary Special Project Administrator  
(Refer to AP 7135)

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Funding From: \_\_\_\_\_