

April 20, 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 III

Department: High School Outreach

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

Work Schedule (Days, Hours): M-Th 8:00 am to 5:00 pm/F 8:00 am to 4:30 pm

Salary Schedule (Range): Range 81 - Step 1

Background and Rationale (use back of form if additional space is needed): Urgent: The previous incumbent started a new position as Administrative Specialist IV for the

Dean of Counseling on October 14, 2019. The position was moved forward for hiring but due to the

pandemic was placed on a hiring "frost". Please see refer to memo attachment for justification of need.

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):	17231-512000-211000-645000-2100	59.99 % Amount \$	\$57,389
Account Number(s):	11000-51000-211000-631000-2100	40.01 % Amount \$	\$38,275

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:

Tannia Robles	Digitally signed by Tannia Robles Date: 2021.04.01 15:04:14 -07'00'	04-01-21			
1. Requesting Manager Signature		Date		5/10/21	
2. Division Vice President Signature		4.26.21	4. Human Resources Signature	Date	
3. Chief Compliance/Budget Officer Signature		05/06/2021	5. Vice President, Human Resources	5/10/21	
				Date	

☒ Funding available ☐ Funding not available Position Number: CA9525 Contract Number:

Comments: Per PC 04/20/2021 position will be UNFROSTED AND FUNDED WITH UNRESTRICTED Ongoing AND RESTRICTED SEAP.

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. Smuggan  
6. Signature of President/CEO

May 11, 2021  
Date

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Amanda James  
Last day of employment: October 11, 2019  
Reason for vacancy: Promotion  
(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 and SEAP

**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
CA9525	1.000	UA 081	Step 3	12	Administrative Specialist III	11000	40.01%	24,112	14,163	38,275	<i>Position is in the Frosted List with no funding. This portion was previously funded with the Unrestricted General Fund.</i>
CA9525	1.000	UA 081	Step 3	12	Administrative Specialist III	17231	59.99%	36,153	21,236	57,389	<i>Position is in the Frosted List with no funding. This portion was previously funded with SEAP Program.</i>
Total							100.00%	60,265	35,399	95,664	

**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.*