

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: Financial Aid Specialist

Department: Financial Aid

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

Work Schedule (Days, Hours): M-TH 10am - 7pm, Fri 8am - 4:30pm

Salary Schedule (Range): A-81 Step 1

Background and Rationale (use back of form if additional space is needed): This is a key Financial Aid processing FA applications, reviewing student files to determine Financial Aid eligibility for students. This position will assist with increasing verification completion as well as assist families better understand the financial aid process better.

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): <u>11000-504000-211000-646000-2100</u>	100 % Amount \$ <u>95,663</u>
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 <u>Jenny Phue</u>	Date <u>4/01/2021</u>	4. Human Resources Signature <u>Suchakong</u>	Date <u>5/10/21</u>
2. Division Vice President Signature <u>Audrey P. Martinez</u>	Date <u>4.26.21</u>	5. Vice President, Human Resources <u>Chun C.</u>	Date <u>5/10/21</u>
3. AVP Fiscal Services Signature <u>Bob Lee</u>	Date <u>05/06/2021</u>		

☒ Funding available ☐ Funding not available Position Number: CA9947 Contract Number: \_\_\_\_\_

Comments: Position will be unfunded as per PC 4/20/21 AND will be funded from the UNRESTRICTED GENERAL FUND

Reviewed by President's Cabinet, the following action was taken on the above request: Ongoing.

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

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

6. Signature of President/CEO William J. Smoggin Date May 11, 2021

☒ Continued Funded Position (ex. Vacancy)  
 Former Employee (if applicable): Jessie Checkinco  
 Last day of employment: 01/14/2020  
 (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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CA9947	1.000	UA 081	Step 3	12	Financial Aid Specialist	11000	100.00%	60,264	35,399	95,663	
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*Position is in the Frosted List with no funding. This position was previously funded with the 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 source.*