

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: Student Services Program Specialist II

Department: Counseling/ Completion Center - Student Services

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

Work Schedule (Days, Hours): M-F, 10:00am-7:00pm

Salary Schedule (Range): A-79/ Step 1

Background and Rationale (use back of form if additional space is needed):

The Student Services Program Specialist II will be providing caseload follow-up with Completion Center Counselors for students who are close to certificate, degree, or transfer completion. This position was "frosted" due to the pandemic and reactivated for hire on March 29, 2021.

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>11000-510000-211000-631000</u>	<u>100</u> %	Amount \$	<u>94,117</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 R. Dorame

Date 4/7/21

2. Division/Vice President Signature

Date 4/26/21

3. Chief Compliance/Budget Officer Signature

Date 05/06/2021

4. Human Resources Signature

5/10/21

Date

5. Vice President, Human Resources

5/10/21

Date

☒ Funding available ☐ Funding not available Position Number: CA9301 Contract Number: _____

Comments: Position will be unfrosted per PC 04/20/2021 and will be funded with the Unrestricted General Fund ongoing.

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 11, 2021
 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 21-22
☐ 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: New Resource Allocation

**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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CA9301	1.000	UA	079	Step 3	12	Student Services Prog Spec II	11000	100.00%	59,077	35,040	94,117
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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.