

June 5, 2020

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: Fiscal Technician II

Department: Fiscal Services

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

Work Schedule (Days, Hours): Monday - Friday 7:30am-4:30pm

Salary Schedule (Range): A-88

Background and Rationale (use back of form if additional space is needed): In order to maintain critical operations and continue to provide outstanding customer service to our campus, a replacement staff member is needed in Fiscal Services, Accounting department, as a result of Graciela Espinoza being promoted to Fiscal Specialist.

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): 11000-612000-211000-672000-2100 100 % Amount \$ 102,545

Funding: (check all that apply) [X] 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 3-19-20 Date 4. Human Resources Signature 7.14.2020 Date

2. Division Vice President Signature 03/19/2020 Date 5. Vice President, Human Resources Date

3. Chief Compliance/Budget Officer Signature 5/20/20 Date

[X] Funding available [] Funding not available Position Number: CA9401 Contract Number:

Comments:

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

[X] Approved to fill immediately [] Denied [] Modified

If position does not have funding, provide funding directions:

Rationale:

William J. Smoggin July 21, 2020

6. Signature of President/CEO Date

[X] Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Graciela Espinoza
Last day of employment:
Reason for vacancy: Promotion
(Attach Existing Job Description)

[] Newly Funded Position Fiscal Year
[] No Existing Job Description
(Attach Draft of New Job Description)

[X] 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: