

President's Cabinet

August 11, 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: Manager, Academic Support

Department: Library & Learning Resources Division

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

Work Schedule (Days, Hours): Monday-Friday 8:00 AM - 5:00 PM

Salary Schedule (Range): M-9

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

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): 17231-321010-215000-493000-2100

68 % Amount \$ 106,724

Account Number(s): 17231-321010-3XXXXX-439000-2100

32 % Amount \$ 51,155

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: _____

Fiscal Services will assign the second account string; the position is funded fully.

Comments: _____

Signatures:

Meghan Chen
1. Requesting Manager Signature

7/20/2020
Date

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not available

Position Number: MT 9986

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 2020-21

☒ 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: SEAP 2020-21