

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: _____

Department: _____

Time (FTE): _____ Step 1-6 \$5,236 - \$6,682 monthly
Term (months/year): _____

Work Schedule (Days, Hours): _____

Salary Schedule (Range): _____

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

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): _____ 0 _____ % Amount \$ -----107,342
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: _____

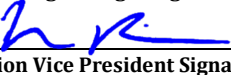
Signatures:


1. Requesting Manager Signature

08/06/20
Date


4. Human Resources Signature

8/20/2020
Date


2. Division Vice President Signature

08.18.2020
Date

5. Vice President, Human Resources

Date


3. Chief Compliance/Budget Officer Signature

08/19/20
Date

☒ Funding available ☐ Funding not available Position Number: CA9269 Contract Number: _____

Comments: Funding from New Resources Allocation, Phase 10, approved by Cabinet on 2/18/20.

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 _____
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: _____