

President's Cabinet  
September 15, 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: Human Resources Analyst

Department: Human Resources

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

Work Schedule (Days, Hours): M-TH 8am - 5pm, Fri. 8am - 4:30pm

Salary Schedule (Range): C-97 Step 1-6 \$84,240 - \$107,532 Annually

Background and Rationale (use back of form if additional space is needed): To fill the HR Leaves position due to an employee transfer. This position is responsible for processing all Campus employment leaves and Title IX investigations.

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): 11000-20000-213000-673000 -2100 100 % Amount \$ 127,275 141,792

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 Suchakong

5.20.2020

Date  
May 27, 2020

2. Division Vice President Signature William J. Strogan

Date

3. Chief Compliance/Budget Officer Signature Bob Re

Date  
6/1/2020

4. Human Resources Signature Suchakong

9.11.2020

Date

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not available Position Number: CO9981 Contract Number: \_\_\_\_\_

Comments: HUMAN RESOURCES ANALYST IS VACANT DUE TO M. CEJA TRANSFER TO A CSEA 262 POSITION. (CA 9368)

**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): Maria V. Ceja  
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: \_\_\_\_\_