

President's Cabinet

November 3, 2020

0 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: Director, Academic Technology - Interim

Department: Information Technology

Time (FTE): 1.0 Term (months/year): 12

Work Schedule (Days, Hours): Monday - Friday, 7:30 a.m. - 4:30 p.m.

Salary Schedule (Range): M-20

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):	11000.662000.215000.615000	100 % Amount \$
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Account Number(s):	% Amount \$
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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 _____ 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: _____ 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): Ron Bean
Last day of employment: 12/30/2020
Reason for vacancy: retirement
(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: _____