

President's Cabinet

November 24, 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): _____ 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): _____ % Amount \$ _____

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:

Dale Vickers
 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): _____
 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: _____



MEMORANDUM

TO: Morris Rodrigue
FROM: Dale Vickers
DATE: November 17, 2020
RE: Request to Fill: Administrative Specialist IV

Due to a promotion of the incumbent Administrative Specialist IV to a one-year temporary position in the Instruction Office, IT is requesting to fill the temporary vacancy. This position is critical to IT's daily workflow and overall operations. This position provides primary administrative support for the IT department.

If approved, I will work with HR expeditiously on the process of filling this one-year temporary vacancy.

**MT SAN ANTONIO COLLEGE
FY 2020-21 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	TOTAL MONTHS	TITLE	FUNDING/COMMENTS	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS
CA9666	1.000	A 088	12	Administrative Specialist IV	Unrestricted General Fund	100.00%	64,612	36,707	101,319

Notes:

Budget for the vacant/new position starts at step 3, with step increases each year thereafter.

Budget does not include increases for COLA, employer rates (CalPERS and other), and Health and Welfare allocation increases.