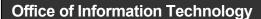


President's Cabinet

November 24, 2020MT. SAN ANTONIO COLLEGE

ember 24, 2020MT. SAN ANTONIO COLLEGE	Continued Funded Position (ex. Vacancy) Former Employee (if applicable):				
Human Resources	Last day of employment:				
REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS	Reason for vacancy:				
**This form is used to gain approval prior to recruiting for a position.	(Attach Existing Job Description)				
Instructions for completing this form are located on the back.	Newly Funded Position Fiscal Year				
Position:	No Existing Job Description				
Department:	(Attach Draft of New Job Description) Classified Confidential				
Time (FTE):Term (months/year):	Supervisory Administrative				
Work Schedule (Days, Hours):	**For Temporary Special Project Administrators only				
Salary Schedule (Range):	☐ Temporary Special Project Administrator (Refer to AP 7135)				
Background and Rationale (use back of form if additional space is needed):	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:				
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 order to provide budget for the position.	used <u>to fund</u> this Position. This section MUST be completed in				
Account Number(s):Account Number(s):	% Amount \$ % Amount \$				
Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restri ☐ Annual renewal of this position is contingent upo					
Duration (if grant/temporary funded): Beginning date:					
Signatures					
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	s taken on the above request:				
□ Approved to fill immediately □ Denied	-				
If position does not have funding, provide funding directions:					
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Rationale:					

HR 101 – RTF Form Revised 11.2.17 LB





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 RANG	TOTAL		FUNDING/COMMENTS	ACCOUNT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS
CA9666	1.000	A 088		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.

Prepared by Fiscal Services C Lam 11/17/2020 Page 1 of 1 CA9666