

November 3, 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: Chief Technology Officer - Interim

Department: Information Technology

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

Work Schedule (Days, Hours): Monday - Friday, 8 hrs/day

Salary Schedule (Range): M-27

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): 11000.660000.215000.678000 .2100 100 % Amount \$ 285,735

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

Date

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

5. Vice President, Human Resources

11/23/20

3. Chief Compliance/Budget Officer Signature

Date

☐ Funding available ☐ Funding not available

Position Number: MCT

Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately as Acting ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

November 24, 2020

Date

☒ Continued Funded Position (ex. Vacancy)
 Former Employee (if applicable): Dale Vickers MC9923
 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: _____