

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: Lead Custodian

Department: Facilities Planning & Mangement Custodial Services

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

Work Schedule (Days, Hours): M-Th 10PM-6AM, Fri 6PM-2AM

Salary Schedule (Range): 52

Background and Rationale (use back of form if additional space is needed): This position provides direct support and oversight for a group of 8-12 custodians assigned to the night shift in addition to being directly responsible for carrying out various cleaning tasks for up to 50% of the work shift in an assigned area.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). N.A.

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 625000 212000 653000 -2100 100 % Amount \$ 88,907

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 [Signature] Date 10/28/20

2. Division Vice President Signature [Signature] Date 11.10.2020

3. Chief Compliance/Budget Officer Signature [Signature] Date 11/12/20

4. Human Resources Signature [Signature] Date 11/17/2020

5. Vice President, Human Resources [Signature] Date 11/23/20

☐ Funding available ☐ Funding not available Position Number: CB9910 Contract Number: 651

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 [Signature] Date November 24, 2020

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Ronald Moritz
Last day of employment: 1-31-2020
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: General Fund.