

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 100 % 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:

1.  10/28/20 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: 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 Date

☒ 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.