

**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: Administrative Specialist IDepartment: Kinesiology, Athletics & DanceTime (FTE): 47.5 Term (months/year): 12Work Schedule (Days, Hours): M-F 8-4 (alternate schedule)Salary Schedule (Range): A-69Background and Rationale (use back of form if additional space is needed): Position supports the division front office, answering phones, processing requests scheduling appointments, filing, handling administrative calendars and other assignments/projects.

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): 11000-363000-211000-601000 210047.5 % Amount \$ 28,800

Account Number(s): \_\_\_\_\_

% Amount \$ 27,785Funding: (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

1/3/22  
1/4/22

4. Human Resources Signature

Date

1/13/22

2. Division Vice President Signature

Date

01/11/22

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not available Position Number: CA9597 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO

January 18, 2022

Date

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Stephany Najarro  
Last day of employment: 7/22/21-7/26/21 ✓  
Reason for vacancy: Resignation  
(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: \_\_\_\_\_