

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: Student Services Program Specialist II

Department: Instruction, Dual Enrollment

Time (FTE): 1.00 Term (months/year): 12m

Work Schedule (Days, Hours):

Salary Schedule (Range): A-79 (\$53,584.82-68,389.32)

Background and Rationale (use back of form if additional space is needed): To provide desperately needed ongoing support to the dual enrollment program. The Student Services Program Specialist II will support the dual enrollment program with outreach, recruitment, admission, enrollment, and case management.

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): 11250-394000-211000-601000 -2100 100 % Amount \$ 53,584.82

Funding: (check all that apply) [X] 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:

Marlyn Holt

Marlyn Holt (Oct 14, 2021 10:49 PM)

1. Requesting Manager Signature Date

Kelly M. ... 11/30/21

2. Division Vice President Signature Date

... 12/21/21

3. Chief Compliance/Budget Officer Signature Date

4. Human Resources Signature Date

... 12/21/21

5. Vice President, Human Resources Date

[X] Funding available [] Funding not available Position Number: CA9298 Contract Number:

Comments:

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

[X] Approved to fill immediately [] Denied [] Modified

If position does not have funding, provide funding directions:

Rationale:

William J. Smoggin January 4, 2022

6. Signature of President/CEO Date

Continued Funded Position (ex. Vacancy) Former Employee (if applicable): Stephanie Castillo Last day of employment: 11/12/21 Reason for vacancy: Promotion (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: Unrestricted General Funds