

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: Health Careers Resource CenterTime (FTE): 47.5% Term (months/year): 12 moWork Schedule (Days, Hours): M/T: 2-7 PM; W: 1-6 PM; F: 11 AM-3 PMSalary Schedule (Range): Classified, Range 69

Background and Rationale (use back of form if additional space is needed): The Administrative Specialist I is needed to run front desk of a busy resource center. Nursing and Allied Health students utilize this resource center Monday through Friday. The Admin I will direct students to appropriate labs, check in & check out students and supplies. Will provide clerical support for the center, manage multiple telephone lines to provide info on health programs. Will need to maintain accurate records for office hours, staff hours, orders and inventory.

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): 11000-350000-211000-601000 -2100 100 % Amount \$ 28,800

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:**Sarah.Plesetz Digitally signed by Sarah.Plesetz
Date: 2022.01.11 15:43:57 -08'00'**1. Requesting Manager Signature**Kelly Fowler Digitally signed by Kelly Fowler
Date: 2022.01.12 15:12:36 -08'00'**2. Division Vice President Signature**Marisa J. Smoggin Digitally signed by Marisa J. Smoggin
Date: 2022.01.12 15:12:36 -08'00'**3. Chief Compliance/Budget Officer Signature**

Date _____

Date _____

01/14/22

Date _____

4. Human Resources Signature**5. Vice President, Human Resources**

Date _____

1/21/22

Date _____

☒ Funding available ☐ Funding not available Position Number: CA9599 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: _____

William J. Smoggin
6. Signature of President/CEO 1.25.22
Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Elizabeth Navarro
Last day of employment: 1/7/2022
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: 2021-2022