

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: Executive Assistant IDepartment: Human ResourcesTime (FTE): 1.0 Term (months/year): 12 MonthsWork Schedule (Days, Hours): M-TH, 8 am to 5 pm; Fri, 8 am to 4:30 pmSalary Schedule (Range): Confidential Salary Schedule, Range 85Background and Rationale (use back of form if additional space is needed): Human Resources needs a confidential administrative position to support Executive Assistant II and the VPHR.The current Administrative Specialist IV is limited in their ability to support all the labor relations and employee relations administrative work. The hiring of the Executive Assistant I will eliminate the Administrative IV position.This position will be funded by the Administrative Specialist IV budget with additional funds approved by cabinet.

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): 110002000002130006730002100 100 % Amount \$ 132422

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

Date

Suehahang12/8/21

2. Division Vice President Signature

Date

Maria Zugmohr01/03/22

3. Chief Compliance/Budget Officer Signature

Date

Sokha Song

4. Human Resources Signature

Date

Sokha Song

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not available Position Number: CO9975 Contract Number: _____Comments: Eliminating CA9246 Adm Spec IV A-88 and creating CO9975 Executive Assistant I C-85. funding from NRA Phase 13.**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

2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: | Human Resources

To Be Completed By Departments										Required if Budget Approved By President's Cabinet				
Priority Number	Division	Department-Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Account Number					
									Fund	Org	Acct	Prog	Actv	
	Human Resources	Sokha Song	Executive Assistant I	Human Resources needs a confidential administrative position to support the Executive Assistant II and the VPHR. The current Administrative Specialist IV is limited in their ability to support all the labor relations and employee relations administrative work. The hiring of the Executive Assistant I will eliminate the Administrative IV position. This positive will by funded by the Administrative Specialist IV budget with additional funds from this NRA request.		27,666	27,666		11000	200000	213000	673000	2100	
					\$	-	\$	-	\$	-	Total			

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	Funding Source
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2021-22 Budget for Position to be Reclass:

CA9246	1.000	A	88	3	12	Administrative Spec IV	11000	200000	211000	673000	2100	100.00%	66,105	38,651	104,756	<i>NRA Phase 13</i>
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2021-22 Cost of Reclassified Position:

	1.000	C	85	3	12	Executive Assistant I	11000	200000	213000	673000	2100	100.00%	87,044	45,378	132,422	
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Additional Cost to convert from Administrative Specialist IV A-88 to Executive Assistant I C-85	20,939	6,727	27,666	<i>Unknown Funding</i>
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2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Human Resources

[HR Non-Personnel Requests](#)

To Be Completed By Departments									Required if Budget Approved By President's Cabinet					To Be Completed When President's Cabinet Makes Final Decision			
Priority Number	Division	Department-Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Account Number					Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments
									Fund	Org	Acct	Prog	Actv				
5	Human Resources	200000/Abe Ali & LaToya Bass	Administrative Specialist IV	A position is needed to assist the Executive Assistant II and the Vice President of Human Resources with budgeting, front desk supervision, clerical work, and related duties.		101,309	101,309	2020-21	11000	200000	211000	673000	2100				
					\$ 60,000	\$ 163,880	\$ 163,880		Total					\$ -			