

## 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: Associate Vice President, Human Resources

Department: Human Resources

Time (FTE): 1.0 Term (months/year): 12 months

Work Schedule (Days, Hours): M-F, 8 am to 5 pm, 40 hours minimum

Salary Schedule (Range): M-23

Background and Rationale (use back of form if additional space is needed):

Human Resources needs a higher level management position to support the VPHR. The current Deputy Director, Human Resources is limited in their ability to support all areas of human resources. The hiring of the Associate Vice President, Human Resources will eliminate the Deputy Director, Human Resources.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). Converting from Deputy Dir, HR M-20 to AVP, HR M-23

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): 215000  
110002000002439006730002100 100 % Amount \$ 266,590

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. *Sukhahong*  
Requesting Manager Signature Date

2. *Sukhahong*  
Division Vice President Signature Date

3. *Boo Boxc*  
Chief Compliance/Budget Officer Signature Date 02/04/2022

4. *Sokha Song*  
Human Resources Signature Date 1/14/22

5. *Sokha Song*  
Vice President, Human Resources Date 1/14/22

☒ Funding available ☐ Funding not available Position Number: MC9959 Contract Number: \_\_\_\_\_

Comments: The additional cost will be funding from NRA Phase 13 per President's Cabinet approval January 18, 2022..

## 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. *William J. Smuggin*  
Signature of President/CEO Date February 15, 2022

**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: I Human Resources**

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				
	Human Resources	Sokha Song	Associate Vice President, Human Resources	Human Resources needs a higher level management position to support the VPHR. The current Deputy Director, Human Resources is limited in their ability to support all areas of human resources. The hiring of the Associate Vice President, Human Resources will eliminate the Deputy Director, Human Resources position. This position will be funded by the Administrative Deputy Director, Human Resources position with additional funds from this NRA request.		22,576	22,576		11000	200000	213000	673000	2100				
	Human Resources	Sokha Song	Director, EEO, Title IX, and Leaves Administration	Human Resources needs a higher level management position to support the VPHR. The current Manager, Title IX/EEO Investigations is limited in their ability to support all areas of human resources. The hiring of the Director, EEO, Title IX, and Leaves Administration will eliminate the Manager, Title IX/EEO position. This position will be funded by the Manager, Title IX/EEO budget with additional funds from this NRA request.	6,310	15,381	21,691		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:**

MC9959	1.000	MN	20	3	12	Deputy Director, Human Resources	11000	200000	215000	673000	2100	100.00%	171,687	72,327	244,014	<b>UGF</b>
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**2021-22 Cost of Reclassified Position:**

MC9959	1.000	MN	<b>23</b>	3	12	<b>AVP, Human Resources</b>		200000	215000	673000	2100	100.00%	188,774	77,816	266,590	
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<b>Additional Cost to convert from Deputy Director, Human Resources M-20 to AVP, Human Resources M-23</b>													<u>17,087</u>	<u>5,489</u>	<u>22,576</u>	
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