

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: Early Childhood Development SpecialistDepartment: Child Development CenterTime (FTE): 100 Term (months/year): 11Work Schedule (Days, Hours): Monday - FridaySalary Schedule (Range): A-79 7:30 am - 4:00 pmBackground and Rationale (use back of form if additional space is needed): To fill vacancy left by retirement of employee.

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): 33500-336080-211000-692000 -2100 54.90 % Amount \$ ~~40,066~~ 49,745Account Number(s): 11000-336050-211000-130500 45.10 % Amount \$ ~~32,945~~ 40,865Funding: (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 Tamika AddisonDate 12/6/20212. Division Vice President Signature Kelly M. FowlerDate 1/31/223. Chief Compliance/Budget Officer Signature Boo BoyceDate 02/04/2022

4. Human Resources Signature _____

Date _____

5. Vice President, Human Resources BuchananDate 2/11/22☒ Funding available ☐ Funding not available Position Number: CA9702 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 William J. SmogginDate February 15, 2022