

**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 Specialist IIDepartment: Child Development CenterTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): 7:30 am - 4:00 pmSalary Schedule (Range): A-88Background and Rationale (use back of form if additional space is needed): This request is being made to fill a vacant position due to employee retirement

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): 33520-336080-211000-692000-210 0 100 % Amount \$ -87,075 104,749

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  
Tamika Addison

Date

Kelly M. Fisher1/31/22

2. Division Vice President Signature

Bob Boyce

Date

02/04/2022

3. Chief Compliance/Budget Officer Signature

Date

4. Human Resources Signature

Date

S. Mahony2/11/22

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not available Position Number: CA9921 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. Smoggin

February 15, 2022

Date