Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Lisa Jackson **Human Resources** Last day of employment: 1/23/22 **REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS** Reason for vacancy: Transfer **This form is used to gain approval prior to recruiting for a position. (Attach **Existing** Job Description) Instructions for completing this form are located on the back. Newly Funded Position Fiscal Year ______ Position: Administrative Specialist IV ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: _____ Vice President, Instruction Confidential ✓ Classified✓ Supervisory ✓ Classified ☐ Administrative Time (FTE): ____1.0 ___Term (months/year): ____12 Work Schedule (Days, Hours): _____ M-F **For Temporary Special Project Administrators only ☐ Temporary Special Project Administrator Salary Schedule (Range): _____ A88 (Refer to AP 7135) Background and Rationale (use back of form if additional space is Temporary Special Project Administrators can only be hired through needed): ASIV will provide administrative support to the Dean, Instruction. 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. This position was upgraded from an ASIII to an ASIV by President Scroggins on August 3, 2021. At that time the Dean reported to the AVP (300210) since that time the Dean reports to the VPI (300000) Funding From: _____ 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): 11000-300000-211000-660000 -2100 100 % Amount \$ 104,749 Account Number(s): % Amount \$ 104,749 **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: Date 4. Human Resources Signature 1/18/22 5. Vice President, Hyman Resources Requesting Manager Signature Division Vice President Signature 3. Chief Compliance/Budget Officer Signature Date **☑** Funding available □ Funding not available Position Number: CA9454 Contract Number: ______ Comments: _____ 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: William J. Smoggnin 2.1.22

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6. Signature of President/CEO