

**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: Administrative Specialist IV

Department: Vice President, Instruction

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

Work Schedule (Days, Hours): M-F

Salary Schedule (Range): A88

Background and Rationale (use back of form if additional space is needed): ASIV will provide administrative support to the Dean, Instruction.

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)

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 \$ \_\_\_\_\_

**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

1/18/22

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

1/18/22

5. Vice President, Human Resources

Date

1/27/22

3. Chief Compliance/Budget Officer Signature

Date

01/20/22

☒ 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. Scroggins  
6. Signature of President/CEO

2.1.22

Date