APPROVED
President's Cabinet
March 15, 2022

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 Support III

Department: Human Resources

Time (FTE): 1.00 Term (months/year): 12

Work Schedule (Days, Hours): Mon-Fri, 8am-5pm

Salary Schedule (Range): A-81 ($4,660.36 - $5,947.92)

Background and Rationale (use back of form if additional space is needed): Replaces Admin Specialist II position (CA9406). Incumbent promoted, position upgrade approved at PC 3/15/22.

☑ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Sophia Salazar
Last day of employment: 4/15/22
Reason for vacancy: Promotion
(Attach **Existing** Job Description)

☑ Newly Funded Position Fiscal Year 2022-23
☐ No Existing Job Description
(Attach Draft of **New** Job Description)

☑ Classified ☐ Confidential
☐ Supervisory ☐ Administrative

****For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through 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.

Funding From: _____

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). Replaces Admin Specialist II position (CA9406). Approved at PC on 3/15/22.

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): 11000-200000-213000-673000-210 100 **%** **Amount $** 97.035
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	3/23/22 Date	**4. Human Resources Signature**	Date
2. Division Vice President Signature	3/23/22 Date	**5. Vice President, Human Resources**	Date
3. Chief Compliance/Budget Officer Signature	Date		

☐ **Funding available** ☐ **Funding not available** **Position Number:** _____ **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: _____

6. Signature of President/CEO Date

Request to Fill Process:

A. Before completing the form:

a. The requesting manager consults with their Vice President as well as departmental budget staff and with Fiscal Services, as necessary, to identify the appropriate funding source for the position.

b. The requesting manager consults with Human Resources, as necessary, to determine the appropriate position/job description. Human Resources (HR) works with the requesting manager, as necessary, to develop the positions description. HR will advise the requesting manager of any collective bargaining related obligations or other required processes.

c. The requesting manager obtains final verbal approval from their department Vice President or designee.

B. **Completing the form:**

1. **Requesting Manager (RM)** establishes that there is a continuing need for the position, that it is funded, and that it is appropriately classified. The RM then completes the top portion of the Request to Fill and submits to their Division Vice President.

2. **Division VP** reviews the request and verifies that the position meets the hiring needs. The VP then approves/denies the Request to Fill; may consult with HR. Forwards the approved Request to Fill to Fiscal Services.

3. **Fiscal Services (Budget & Accounting Technician and AVP)** reviews account information, ensures Position Number, and determines budget availability, whether currently available or future availability. The AVP, Fiscal Services signs the Request to Fill when accounting and budget information is determined. It is then forwarded to the VP of HR. If information is incomplete, the Request to Fill is returned to the Division VP for consultation.

4. **Human Resources** verifies the information and resolves discrepancies, if necessary and forward to the Vice President of Human Resources.

5. **VP of HR** reviews the request and takes the Request to Fill to President's Cabinet (PC) for approval.

6. **College President/CEO** evaluates the request to fill to ensure it meets the needs of the college and its institutional goals and determines whether the Request to Fill, is approved to fill, denied, modified, or on hold until further notice. Returns the Request to Fill, to the VP of HR. VP of Human Resources notifies Fiscal services the decision made at President's Cabinet.

7. **HR Recruiter** is assigned the approved Request to Fill, contacts the hiring manager and begins the recruitment process. If not approved in PC, the HR Director informs the Hiring Manager/Division VP of PC's decision.

Request to Fill Definitions:

Continued Funded Position: This box is checked if the Request to Fill is for an already funded position. This position may or may not be replacing a previous employee. If it is, the employee's name and last date of employment are indicated accordingly.

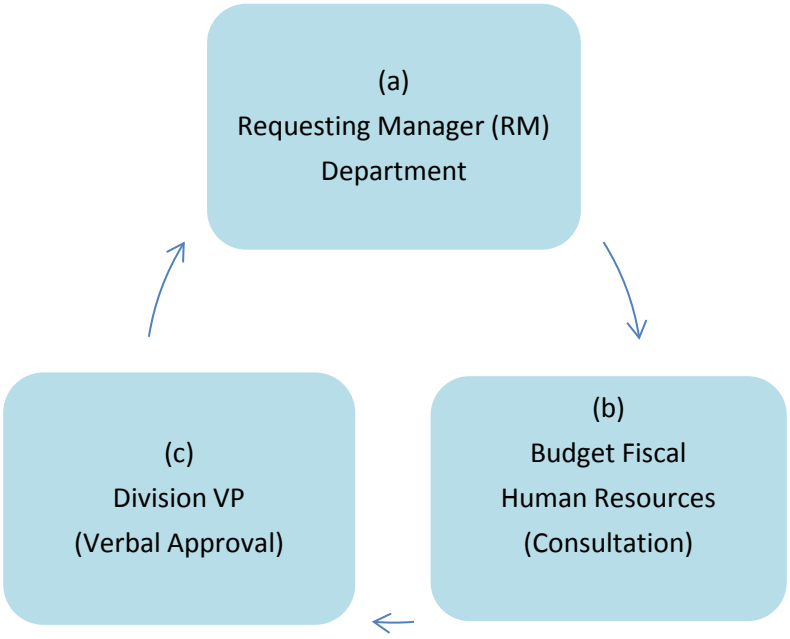
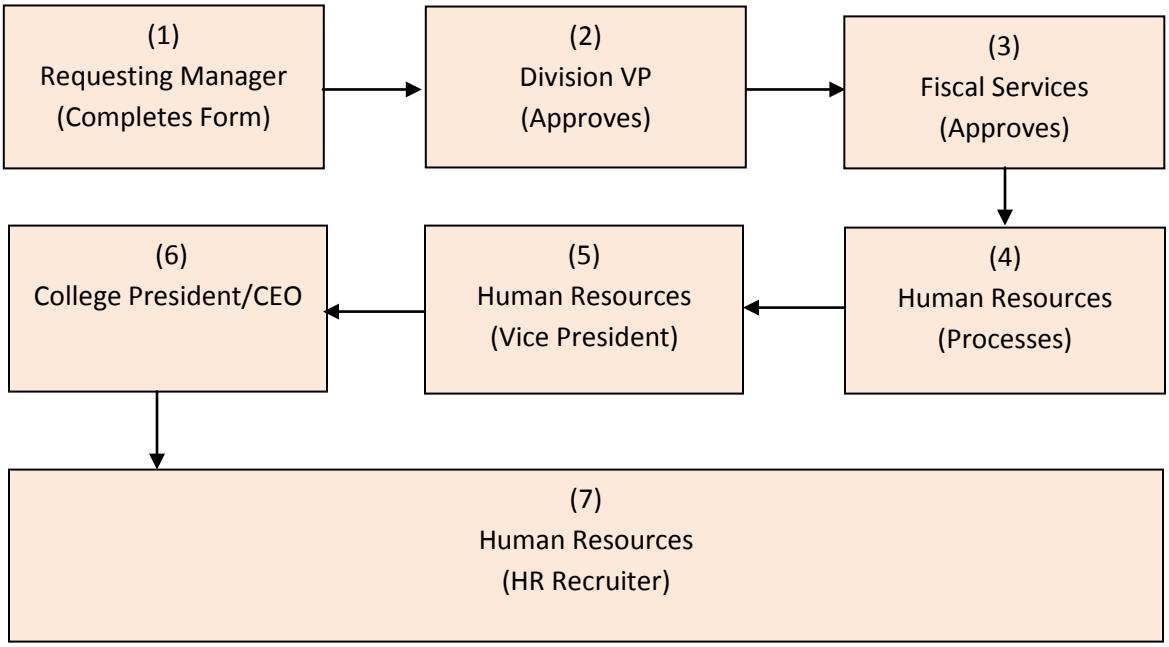
Newly Funded Position: This box is checked if the Request to Fill is for a newly funded position in this year's budget or has been approved for funding in the next fiscal year.

No Existing Job Description: This box is checked if no current job description meets the needs of the desired position. Please note, if a Classified position, the proposed job description must be reviewed and approved by CSEA prior to the position being recruited.

Temporary Project Administrator: This term refers to a temporary management employee appointed in accordance with AP 7135. These positions are hired on an annual basis, up to a maximum of five (5) years.

Work Flowchart for Request To Fill (RTF) Process Overview

A. Prior to Completing RTF Form



B. Routing the RTF Form