

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: Lab Technician IDepartment: Chemistry (Natural Sciences Division)Time (FTE): 47.5 Term (months/year): 12

Work Schedule (Days, Hours): _____

Salary Schedule (Range): A-79Background and Rationale (use back of form if additional space is needed): This is a replacement position for Rachel Moran. The Chemistry departmentneeds to retain this position to meet student need especially on nights and weekends.

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 312500 221000 190500 220 0 100 % Amount \$ 31,684

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. John Vitello
Requesting Manager Signature

Date

2. Kelly M. Fowler
Division Vice President Signature

Date

3. Boo Boxc
Chief Compliance/Budget Officer Signature

Date

4. _____
Human Resources Signature

Date

5. Sukhany
Vice President, Human Resources

Date

4/14/22☒ Funding available ☐ Funding not available Position Number: CA9520 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: _____

William J. Smuggini
6. Signature of President/CEO

Date

April 19, 2022

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	TTL MTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
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CA9520	0.475	UA	79	3	12	Laboratory Tech I - Chem	11000	312500	221000	190500	2200	100.00%	28,710	2,974	31,684	UGF
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