Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Rachel Moran Last day of employment: 1/18/22 **Human Resources REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS** Reason for vacancy: <u>Took another</u> jo **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: ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: _ Chemistry (Natural Sciences Division) Confidential ✓ Classified☐ Supervisory ☐ Administrative Time (FTE): ____47.5 __Term (months/year): ____12 **For Temporary Special Project Administrators only Work Schedule (Days, Hours): ☐ Temporary Special Project Administrator Salary Schedule (Range): ______ A-79 (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): This is a replacement position for Rachel Moran. The Chemistry department 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. needs to retain this position to meet student need especially on nights and weekends. 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 312500 221000 190500 220 0 100 % Amount \$ 31,684 Account Number(s): % Amount \$... <u>100</u> **% Amount \$** 31,684 **Funding:** (check all that apply) X 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. Bequesting Manager Signature 4. Human Resources Signature 5. Vice President, Hyman Resources 2. Division Vice President Signature 1688 16xce 04/05/22 3. Chief Compliance/Budget Officer Signature Date 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 □ Modified If position does not have funding, provide funding directions: Rationale:

HR 101 - RTF Form Revised 11.2.17 LB

William J. Smoggin April 19, 2022

6. Signature of President CEO

MT SAN ANTONIO COLLEGE FY 2021-22 SALARY PROJECTION

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			FUNDING/COMMENTS	
	TOTAL	SALARY	& BENEFITS	
		TOTAL	BENEFITS	
		TOTAL	SALARY	
		ACCOUNT TOTAL	ORG ACCT PROG ACTIV PERCENT	
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31,684 **UGF** 2,974

Prepared by Fiscal Services C Lam 1/5/2022