

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: Director, Health ServicesDepartment: Student Health ServicesTime (FTE): 1.00 Term (months/year): 12Work Schedule (Days, Hours): 8:00 - 5:00 pmSalary Schedule (Range): \$136,476-\$150,876 (Management 15)

Background and Rationale (use back of form if additional space is needed):

Director of Student Health Services has retired from the department, with thelast employment date of December 30, 2021.Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). N/APlease 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):	<u>39000-534000-215000-644000-2100</u>	<u>Health Services</u>	<u>\$210,040</u>
Account Number(s):	<u>39000-534000-251000-644000</u>	<u>100 %</u>	<u>Amount \$ 136,476</u>
Account Number(s):		<u>%</u>	<u>Amount \$</u>

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:

<u>Malia Flood</u> <small>Malia Flood (Apr 26, 2022 16:56 PDT)</small>	Apr 26, 2022		
1. Requesting Manager Signature	Date	4/28/22	
2. Division Vice President Signature	Date	05/10/22	
3. Chief Compliance/Budget Officer Signature	Date		
		4. Human Resources Signature	Date
		<u>Suchanong</u>	5/13/22
		5. Vice President, Human Resources	Date

☒ Funding available ☐ Funding not available Position Number: MC9971 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: _____

<u>William J. Smoggin</u>	5.17.22
6. Signature of President/CEO	Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Marguerite Whitford
Last day of employment: 12/30/2021 ✓
Reason for vacancy: Retirement
(Attach **Existing** Job Description)☐ Newly Funded Position Fiscal Year 22-23
☐ 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: Health Services
39000-534000-251000-644000