

MT. SAN ANTONIO COLLEGE

Human Resources


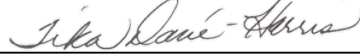
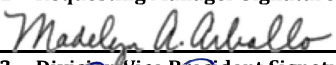
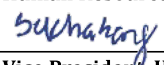
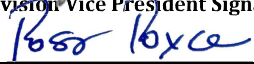
REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Special Project ManagerDepartment: Short-Term Vocational (SCE)Time (FTE): 1 Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday, 8:00am-5:00pmSalary Schedule (Range): M-9Background and Rationale (use back of form if additional space is needed): See attached

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.**

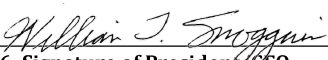
Account Number(s):	<u>17103-481321-215000-499900-2100 CAEP</u>	<u>100</u> %	Amount \$	<u>\$156,310</u>
Account Number(s):	_____	_____ %	Amount \$	<u>453,791</u>

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></u>	<u>5/25/2022</u>	<u></u>	<u>6/23/2022</u>
1. Requesting Manager Signature	Date	4. Human Resources Signature	Date
<u></u>	<u>5/25/22</u>	<u></u>	<u>6/23/2022</u>
2. Division Vice President Signature	Date	5. Vice President, Human Resources	Date
<u></u>	<u>06/15/22</u>		
3. Chief Compliance/Budget Officer Signature	Date		

☒ Funding available ☐ Funding not available Position Number: MT9966 Contract Number: 211550**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></u>	<u>June 28, 2022</u>
6. Signature of President/CEO	Date

☐ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(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: California Adult Education Program

MT. SAN ANTONIO COLLEGE
2022-23 FISCAL TENTATIVE BUDGET

Fund: 17 - Restricted General Fund

Fund: 17103 - CAEP Program Req Consort 22/23

Fund	Org	Acct	Prog	Actv	Account Description	Organization Description	FTE	Range	Acct %	Salary	Adopted Budget 2021-22	Tentative Budget 2022-23
Expenses												
17103	481321	113000	499900	1100	Instructional Sal-Reg Noncredit	CAEP Mt Sac Member					0	137,022
					FA9512 Soriano, Venus		1.000	FF17502	100.00	109,430		
					FA9451 Suzanne, Avila		1.000	FF17503	25.00	27,592		
17103	481321	211000	499900	2100	Classified Salaries-Unit A	CAEP Mt Sac Member					0	23,528
					CA9378 Registration Specialist		0.475	CA00059	100.00	23,528		
17103	481321	311000	499900	1100	STRS Budget Holding	CAEP Mt Sac Member					0	26,172
17103	481321	335000	499900	1100	Medicare, Budget Holding	CAEP Mt Sac Member					0	1,985
17103	481321	335000	499900	2100	Medicare, Budget Holding	CAEP Mt Sac Member					0	368
17103	481321	341000	499900	1100	Health and Welfare Benefits	CAEP Mt Sac Member					0	9,768
17103	481321	345000	499900	2100	Health and Welfare UA Reimb < 50Per	CAEP Mt Sac Member					0	1,200
17103	481321	351000	499900	1100	State Unemploy Budget Holding	CAEP Mt Sac Member					0	686
17103	481321	351000	499900	2100	State Unemploy Budget Holding	CAEP Mt Sac Member					0	122
17103	481321	361000	499900	1100	W/C Budget Holding	CAEP Mt Sac Member					0	2,071
17103	481321	361000	499900	2100	W/C Budget Holding	CAEP Mt Sac Member					0	375
17103	481321	381000	499900	2100	Alternative Retire Plan Budget Hold	CAEP Mt Sac Member					0	705
17103	481321	589000	499900		Other Services	CAEP Mt Sac Member					0	304,695
17103	481321	591000	499900		Indirect Costs	CAEP Mt Sac Member					0	12,000
17103	481325	215000	499900	2100	Classified Admin Salaries	CAEP Consortium					0	137,478
					MC9904 Manager, Regional Adult Education Consortium		1.000	AD00014	100.00	137,478		
17103	481325	321000	499900	2100	PERS Budget Holding	CAEP Consortium					0	34,624
17103	481325	331000	499900	2100	OASDI, Budget Holding	CAEP Consortium					0	8,523
17103	481325	335000	499900	2100	Medicare, Budget Holding	CAEP Consortium					0	1,994
17103	481325	341000	499900	2100	Health and Welfare Benefits	CAEP Consortium					0	18,229
17103	481325	351000	499900	2100	State Unemploy Budget Holding	CAEP Consortium					0	688
17103	481325	361000	499900	2100	W/C Budget Holding	CAEP Consortium					0	2,076
17103	481325	589000	499900		Other Services	CAEP Consortium					0	218,822
17103	481325	591000	499900		Indirect Costs	CAEP Consortium					0	21,122
Expenses Total											0	964,253

MT. SAN ANTONIO COLLEGE 2022-23 FISCAL TENTATIVE BUDGET

Fund: 17 - Restricted General Fund

Fund: 17103 - CAEP Program Req Consort 22/23

Fund	Org	Acct	Prog	Actv	Account Description	Organization Description	FTE	Range	Acct %	Salary	Adopted Budget 2021-22	Tentative Budget 2022-23
Revenues												
17103	481320	862900	499900		Other General Categorical Prog	CAEP					0	964,253
Revenues Total											0	964,253
											Net Total	0
												0

Fund: 17 - Restricted General Fund

Fund	Org	Acct	Prog	Actv	Account Description	Organization Description	FTE	Range	Acct %	Salary	Adopted Budget 2021-22	Tentative Budget 2022-23

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

POSITION NUMBER	ETE	SCH RANGE	STEP	TTL MTHS	NAME	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
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1.000	MN	9	1	12	Special Project Manager		100.00%	103,396	50,395	153,791	<i>Unknown Funding</i>
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