

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: ECD Specialist IDepartment: Child Development CenterTime (FTE): 100 Term (months/year): 12 11Work Schedule (Days, Hours): 8:00 am - 5:00 pmSalary Schedule (Range): A-79Background and Rationale (use back of form if additional space is needed): Amy Hilliard was promoted to ECD Specialist II, creating a vacancy foran ECD Specialist I

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): 33520-336080-211000-692000-2100 Child Care, General Center 100 % Amount \$ \$90,525Account Number(s): 33520-336080-234000-592000 % 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: CDC received an increase in ongoing CCTR funding**Signatures:** Jennifer Galbraith1. Requesting Manager Signature Tamika Addison Date 5/31/20222. Division Vice President Signature Kelly M. Fowler Date 5/31/223. Chief Compliance/Budget Officer Signature Bess Boxer Date 06/01/224. Human Resources Signature Sika Davis-Harris Date 6/8/20225. Vice President, Human Resources Suzanne Date 6/16/2022☒ Funding available ☐ Funding not available Position Number: CA9878 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: _____

6. Signature of President/CEO William J. Smagun Date 6.21.22☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Amy Hilliard Prom.
Last day of employment: 5/31/22
Reason for vacancy: Promotion ✓
(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: CDC Funding - CCTR