

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: Kinesiology/Athletics Equipment Tech IDepartment: Kinesiology, Athletics, and DanceTime (FTE): 100 Term (months/year): 11Work Schedule (Days, Hours): M-F 7-4 (May have alternate schedule)Salary Schedule (Range): A60

Background and Rationale (use back of form if additional space is needed): This position supports activities in the KAD Division, including gym facility and Kin programs, events and supporting other division operations. It oversees area inventory for equipment and supplies, submits work orders and monitors safety and access issues in the existing and new facility. Will work closely with other tech positions.

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): 11000-363000-251000-083500-2100 \$77,679
~~110003630002510000835002100~~ ~~71,000~~
 Account Number(s): _____ % Amount \$ _____
 _____ % 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:

Joe Jennum III
 1. Requesting Manager Signature

04/25/2022
 Date

Lisa Davis-Harris
 4. Human Resources Signature

6/9/2022
 Date

Kelly M. Fowler
 2. Division Vice President Signature

5/5/22
 Date

Buchanany
 5. Vice President, Human Resources

6/16/2022
 Date

Boo Boice
 3. Chief Compliance/Budget Officer Signature

06/01/22
 Date

☒ Funding available ☐ Funding not available Position Number: CA9995 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: _____

William J. Smoggin
 6. Signature of President/CEO

6.21.22
 Date