

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 Projects Coordinator

Department: Facilities Planning & Management

Time (FTE): 100 Term (months/year): 12

Work Schedule (Days, Hours): Monday-Friday, 8:00 a.m. - 5:00 p.m.

Salary Schedule (Range): M-5, Range 1

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

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). n.a.

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): 49001-771000-²¹⁵⁰⁰⁰~~20200~~-710000 -2100 100 % Amount \$ 122,237
Account Number(s): _____ % 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:

MC9977 Gary L. Nellesen _____ 7/7/2021
1. Requesting Manager Signature Date
06.28.2021
2. Division Vice President Signature _____ 7/15/21
Date
Boo Boice _____
3. Chief Compliance/Budget Officer Signature Date
07/01/21

Suchakong _____ 7/7/2021
4. Human Resources Signature Date
Chun E. _____ 7/15/21
5. Vice President, Human Resources Date

☒ Funding available ☐ Funding not available Position Number: MT9978 Contract Number: 211580

Comments: Per Restructure approved by President's Cabinet on June 15, 2021.

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 July 20, 2021
6. Signature of President/CEO Date

June 15, 2021

Construction Team Organization Chart May 2021

