Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable):_____ **Human Resources** Last day of employment: _____ **REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS** Reason for vacancy: _____ **This form is used to gain approval prior to recruiting for a position. (Attach **Existing** Job Description) Instructions for completing this form are located on the back. Newly Funded Position Fiscal Year _____ Special Projects Coordinator Position: ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: _____ Facilities Planning & Management ☐ Classified ☐ Confidential ☐ Supervisory ☐ Administrative ☐ Confidential Time (FTE): ____100 ___Term (months/year): ____12 **For Temporary Special Project Administrators only Work Schedule (Days, Hours): Monday-Friday, 8:00 a.m. - 5:00 p.m. ■ Temporary Special Project Administrator Salary Schedule (Range): M-5, Range 1 (Refer to AP 7135) Background and Rationale (use back of form if additional space is 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: Measure GO Bond funds. 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): 49001-771000-21000 -2100 100 % Amount \$ 122,237 Account Number(s): % Amount \$ 122,237 **Funding:** (check all that apply) General Fund Unrestricted X 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 1. Requesting Manager Signature 06.28.2021 7/15/21 5. Vice President, Human Resources 07/01/21 3. Chief Compliance/Budget Officer Signature ☐ 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 <u>does not have funding</u>, provide funding directions: Rationale: Millian J. Smyggin July 20, 2021 6. Signature of President/CEO Date

HR 101 – RTF Form Revised 11.2.17 LB

Construction Team Organization Chart May 2021

June 15, 2021

