

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 CoordinatorDepartment: Facilities Planning & ManagementTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): Monday-Friday, 8:00 a.m. - 5:00 p.m.Salary Schedule (Range): M-5, Range 1Background 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~~232000~~-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: Per Restructure approved by President's Cabinet on June 15, 2021.**Signatures:**1. Requesting Manager Signature
Gary L. NellesenDate
06.28.20212. Division Vice President Signature
Boo BoiceDate
07/01/21

3. Chief Compliance/Budget Officer Signature

Date

4. Human Resources Signature
SuchakongDate
7/7/20215. Vice President, Human Resources
ChuncoDate
7/15/21☒ Funding available ☐ Funding not available Position Number: MT9977 Contract Number: 211580Comments: 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 ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO
William J. SmagginDate
July 20, 2021

APPROVED

President's Cabinet

June 15, 2021

Construction Team Organization Chart May 2021

