

**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 DirectorDepartment: 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-13, Range 3Background 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): 49001-771000-215000-710000 -2100 100 % Amount \$ 172,207  
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:**MC9977 Gary L. Nellesen

1. Requesting Manager Signature

Date

Suchakong

4. Human Resources Signature

7/7/2021

Date

2. Division Vice President Signature

Date

06.28.2021Chunco

5. Vice President, Human Resources

7/15/21

Date

3. Chief Compliance/Budget Officer Signature

Date

07/01/21☒ Funding available ☐ Funding not availablePosition Number: MT9976 Contract Number: 211552

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: \_\_\_\_\_

William J. Smoggin

6. Signature of President/CEO

July 20, 2021

Date

June 15, 2021

Construction Team Organization Chart May 2021

