

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 Director

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-13, Range 3

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 \$ 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:

Gary L. Nellesen
1. Requesting Manager Signature Date _____

[Signature]
2. Division Vice President Signature Date 06.28.2021

[Signature]
3. Chief Compliance/Budget Officer Signature Date 07/01/21

[Signature]
4. Human Resources Signature Date 7/7/2021

[Signature]
5. Vice President, Human Resources Date 7/14/21

☒ Funding available ☐ Funding not available Position Number: MT9975 Contract Number: 211552

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: _____

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

☐ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)

☐ Newly Funded Position Fiscal Year _____

☐ No Existing Job Description
(Attach Draft of **New** Job Description)

☐ Classified ☐ Confidential
☐ Supervisory ☐ Administrative

****For Temporary Special Project Administrators only**

☒ Temporary Special Project Administrator
(Refer to AP 7135)

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.

June 15, 2021

Construction Team Organization Chart May 2021

