

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 Facilities Restructure approved by President's Cabinet on June 15, 2021.**Signatures:**1. Gary L. Nellesen
Requesting Manager Signature Date06.28.20212. Boyd Boxer
Division Vice President Signature Date06/30/213. _____
Chief Compliance/Budget Officer Signature Date4. Suchakong
Human Resources Signature Date7/15/215. Chun-Ci
Vice President, Human Resources Date☒ Funding available ☐ Funding not available Position Number: MT9974 Contract Number: 211552Comments: Per Facilities 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: _____

William J. Smoggin
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

