

**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 <sup>215000</sup> ~~202000~~ 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: \_\_\_\_\_

**Signatures:**MC9977 Gary L. Nellesen  
1. Requesting Manager Signature

Date

[Signature]  
2. Division Vice President Signature

Date

[Signature]  
3. Chief Compliance/Budget Officer Signature

Date

[Signature]  
4. Human Resources Signature

Date

[Signature]  
5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not available Position Number: MT9973 Contract Number: 211552Comments: Per Facilities Restructure as 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: \_\_\_\_\_

[Signature]  
6. Signature of President/CEOJuly 20, 2021

Date

June 15, 2021

Construction Team Organization Chart May 2021

