

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: Instructional Services Analyst

Department: Office of Instruction

Time (FTE): 1 Term (months/year): 12

Work Schedule (Days, Hours): M-F

Salary Schedule (Range): A-107

Background and Rationale (use back of form if additional space is needed): Position is critical in providing technical support to class schedule system users.

This position provide guidance to eight instruction divisions and student services and prepares a variety of reports requested by the VPI to assist in enrollment management objectives.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

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): 11000 300210 211000 601000 210 100 % Amount \$ 149,291

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:

1. Requesting Manager Signature
Kelly Fowler Digitally signed by Kelly Fowler
Date: 2021.07.15 13:16:26 -07'00'

Date
7/15/21

4. Human Resources Signature

7/15/21
Date

2. Division Vice President Signature

Date

5. Vice President, Human Resources

7/15/21
Date

3. Chief Compliance/Budget Officer Signature

Date

☐ Funding available ☐ Funding not available Position Number: Contract Number:

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:

William J. Sroggins
6. Signature of President/CEO

July 20, 2021
Date

APPROVED

President's Cabinet

July 6, 2021

**OFFICE OF INSTRUCTION
Proposed Organizational Structure**

