

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: Lab Technician, Digital ArtsDepartment: Arts DivisionTime (FTE): 47.5% Term (months/year): 10

Work Schedule (Days, Hours): _____

Salary Schedule (Range): A79Background and Rationale (use back of form if additional space is needed): This laboratory technician is assigned to the Design Lab in the Design Technology Center.The Design Lab supports programs throughout the Arts Division including Graphic Design,Animation & Gaming, Film-TV, Audio Arts, and Photography.Outgoing lab tech left unexpectedly. He was caregiver to his father who had a dual lung transplant. Doctors advised him to resign to spare his father potential covid infection,which would be fatal.
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 371030 221000 101300 220 100 % Amount \$ 26,037Account Number(s): _____ % Amount \$ -24,269Funding: (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:Mark Lowentrout
1. Requesting Manager Signature
Meghan M. Chen
Digitally signed by Meghan M. Chen
Date: 2021.07.29 16:13:43 -07'00'07-28-2021
Date

4. Human Resources Signature _____ Date

2. Division Vice President Signature _____ Date

8/5/21
5. Vice President, Human Resources _____ DateBob Boyce
3. Chief Compliance/Budget Officer Signature _____ Date08/03/21☒ Funding available ☐ Funding not available Position Number: CA9407 Contract Number: _____

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. Smuggin
6. Signature of President/CEO _____
8.18.21
Date