## Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Jiaqi Cao Last day of employment: 7/1/2021 **Human Resources REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS** Reason for vacancy: \*\*This form is used to gain approval prior to recruiting for a position. (Attach **Existing** Job Description) Instructions for completing this form are located on the back. Newly Funded Position Fiscal Year \_\_\_\_\_ Registration Specialist Position: \_\_\_\_\_ ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: \_\_\_\_\_ English as a Second Language (ESL) Confidential ✓ Classified ☐ Classified ☐ Supervisory ☐ Administrative Time (FTE): 47.5% Term (months/year): 12 Work Schedule (Days, Hours): \_\_\_\_\_ TBD \*\*For Temporary Special Project Administrators only ☐ Temporary Special Project Administrator Salary Schedule (Range): \_\_\_\_\_\_\_59 (Refer to AP 7135) Background and Rationale (use back of form if additional space is Temporary Special Project Administrators can only be hired through needed): The ESL department relies on permanent registration staff who are able to enroll 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. students in person for our open entry system and execute enrollment policies as well as noncredit matriculation processes. Funding From: \_\_\_\_\_ 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): \_\_\_\_\_\_\_ 11000-410500-211000-493087-2100 Account Number(s): \_\_\_\_\_\_ 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**: Jedy L. Fernan Do 7/15/21 Jody Fernando 1. Requesting Manager Signature 4. Human Resources Signature Date Meghan M. Chen Date: 2021.07.28 17:33:16 -07'00' 7/28/21 2. Division Vice President Signature 5. Vice President, Human Resources 1688 16x0 08/03/21 3. Chief Compliance/Budget Officer Signature Date Funding available Funding not available Position Number: <u>CA9620</u> 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 <u>does not have funding</u>, provide funding directions: Rationale: Millian J. Smoggun 6. Signature of President/CEO Data

HR 101 – RTF Form Revised 11.2.17 LB