

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: Administrative Specialist IIDepartment: HonorsTime (FTE): FTE Term (months/year): 12Work Schedule (Days, Hours): M-F 9:00am - 6:00pmSalary Schedule (Range): A-75Background and Rationale (use back of form if additional space is needed): See attached rationale☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
(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.

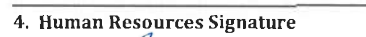
Funding From: District

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). Based on the needs of the Honors Program this position is being requested at 100%.

The Position changes from 65% 11 months to 100% 12 months.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 300100 211000 493000 -2100 100 % Amount \$ 93,076Account Number(s): _____ % Amount \$ 94,106Funding: (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 Date 7/12/2021
7-12-20214. Human Resources Signature 

Date _____

2. Division Vice President Signature 

Date _____

5. Vice President, Human Resources Date 8/5/213. AVP Fiscal Services Signature Date 07/29/213. AVP Fiscal Services Signature CCCBO

Date _____

☒ Funding available ☐ Funding not available Position Number: CA9629 Contract Number: _____Comments: Approved to unfrosted and upgrade to full time position by the President's Cabinet on 7.13.21.**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: _____

6. Signature of President/CEO Date 8.18.21

Dangling Position Status Cabinet July 13, 2021, Update

INSTRUCTION:	Dept.	Decision	Follow-up	REC'D
Coordinator, Writing Center CA0002	Writing Center	Evaluate position when Dir. filled		HOLD until August
Lab Tech – Arts CA9412	Arts	Unfrost	RTF	X
Administrative Specialist III CA9419	SCE	Unfrost	RTF	X
Learning Lab Assistant CA9458	ASAC	Review in August		HOLD for August
Administrative Specialist II CA9629	Honors	Unfrost and upgrade to full time position	NRA , RTF	X
Athletic Trainer CA9723	Kinesiology	Unfrost	RTF	X
Lab Tech-Natural Sciences CA9743	Natural Sciences Comp Lab	Unfrost	RTF	X
Educational Advisor CA9944	Nursing ADN Program	Unfrost	RTF	X
Kelly to take a look at Faculty Position Control Report for positions authorized but not recruited then remove positions not under active search; bring back to PC				
Kelly to work with STEM center to look for staffing needs; bring back to PC				
STUDENT SERVICES:	Dept.	Decision	Follow-up	REC'D
Student Services Prog Specialist II CA9501	International Students	Repurpose position		HOLD for August

William J. Smoggin

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

[illegible]

**MANAGEMENT AND CLASSIFIED POSITIONS
UNRESTRICTED GENERAL FUND - ONGOING**

POSITION NUMBER	FTE	RANGE	MONTHS	NAME	ACCOUNT NUMBER					ACCOUNT PERCENT	TOTAL SALARY & BENEFITS	
					FUND	ORG	ACCT	PROG	ACTV			
NEW RESOURCES ALLOCATION PHASE 13 ONGOING:												
CA9292	1.000	A	79	12	Project/Program Specialist	11000	200000	211000	673000	2100	100%	(96,146)
CA9292	1.000	A	95	12	Coordinator, Project/Program	11000	200000	211000	673000	2100	100%	109,737
												13,591
CA9629	0.650	A	75	11	Administrative Specialist II	11000	300100	211000	493000	2100	100	(56,403)
CA9629	1.000	A	75	12	Administrative Specialist II	11000	300100	211000	493000	2100	100	93,076
												36,673
CA9506	1.000	A	69	12	Admissions and Rec Spec II	11000	502000	211000	620000	2100	100	88,692
CA9506	1.000	A	59	12	Admissions and Rec Spec I	11000	502000	211000	620000	2100	100	(81,937)
												6,755
						SUBTOTAL						\$ 57,019