

**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 IIIDepartment: School of Continuing EducationTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday, Hrs. TBDSalary Schedule (Range): 81Background and Rationale (use back of form if additional space is needed): Replacement for VLTP

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 - 410000 - 211000 - 601000 - 2100100 % Amount \$ 97,731

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  
  
Meghan M. Chen  
Digitally signed by Meghan M. Chen  
Date: 2021.07.28 17:37:59 -07'00'

July 6, 2021

Date

2. Division Vice President Signature



Date

08/03/21

3. AVP Fiscal Services Signature

Date

4. Human Resources Signature



Date

8/5/21

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not availablePosition Number: CPA419 Contract Number: \_\_\_\_\_Comments: Approved to unfrost the 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  


8.18.21

Date

☒ Continued Funded Position (ex, Vacancy)  
Former Employee (if applicable): Lorina Boon  
Last day of employment: 02.28.2020  
(Attach Existing Job Description)☐ Newly Funded Position Fiscal Year \_\_\_\_\_☐ No Existing Job Description  
(Attach Draft of New Job Description)☒ Classified  
☐ Supervisory☐ Confidential  
☐ 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: \_\_\_\_\_

## Dangling Position Status Cabinet July 13, 2021, Update

INSTRUCTION:	Dept.	Decision	Follow-up	REC'D
Coordinator, Writing Center <a href="#">CA0002</a>	Writing Center	Evaluate position when Dir. filled		HOLD until August
Lab Tech – Arts <a href="#">CA9412</a>	Arts	Unfrost	<a href="#">RTF</a>	X
Administrative Specialist III <a href="#">CA9419</a>	SCE	Unfrost	<a href="#">RTF</a>	X
Learning Lab Assistant <a href="#">CA9458</a>	ASAC	Review in August		HOLD for August
Administrative Specialist II <a href="#">CA9629</a>	Honors	Unfrost and upgrade to full time position	<a href="#">NRA</a> , <a href="#">RTF</a>	X
Athletic Trainer <a href="#">CA9723</a>	Kinesiology	Unfrost	<a href="#">RTF</a>	X
Lab Tech-Natural Sciences <a href="#">CA9743</a>	Natural Sciences Comp Lab	Unfrost	<a href="#">RTF</a>	X
Educational Advisor <a href="#">CA9944</a>	Nursing ADN Program	Unfrost	<a href="#">RTF</a>	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 <a href="#">CA9501</a>	International Students	Repurpose position		HOLD for August