

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 IDepartment: Office of Instruction/Academic SenateTime (FTE): .25 Term (months/year): 12

Work Schedule (Days, Hours): _____

Salary Schedule (Range): A69

Background and Rationale (use back of form if additional space is needed): The previous ASI resigned service. This position provides support to the Academic Senate which includes, but is not limited to, posting minutes and agenda to their website, photocopying, answering and making phones calls, and digital filing.

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): 11000-900660-211000-603000-2100 100 % Amount \$ 15,418
Account Number(s): --11000-300000-211000-66000 _____ % 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

Date

Date 8/26/21

2. Division Vice President Signature

Date

Date 09/08/2021

3. Chief Compliance/Budget Officer Signature

Date

4. Human Resources Signature

Date

Date 9/9/21

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not available Position Number: CA9391 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: _____

September 14, 2021

Date

6. Signature of President/CEO