✓ Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Michelle Ravel **Human Resources** Last day of employment: 7/27/21 **REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS** Reason for vacancy: Resignation **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 _____ Administrative Specialist I Position: ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: _____Office of Instruction/Academic Senate Confidential ✓ Classified✓ Confidential✓ Supervisory✓ Administrative Time (FTE): ____.25 ___Term (months/year): _____12 **For Temporary Special Project Administrators only Work Schedule (Days, Hours): ☐ Temporary Special Project Administrator Salary Schedule (Range): ______ A69 (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 previous ASI resigned service. This position provides support 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. to the Academic Senate which inclues, but is not limited to, posting minutes and agenda to their website, photocopying, answering and making phones calls, and digital filing. 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 <u>100</u> **% Amount \$ 15,418** 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 4. Human Resources Signature 5. Vice President, Human Resources 2. Division Vice President Signature 1688 16x0 09/08/2021 3. Chief Compliance/Budget Officer Signature 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: William J. Snoggnin September 14, 2021 6. Signature of President/CEO

HR 101 – RTF Form Revised 11.2.17 LB