

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 Support IV

Department: Human Resources

Time (FTE): 1.00 Term (months/year): 12

Work Schedule (Days, Hours): Mon-Fri, 8:00 a.m. - 5:00 p.m.

Salary Schedule (Range): A-88 (Steps 1-6: \$4,883.74 - \$6,233.03)

Background and Rationale (use back of form if additional space is needed): New position approved on NRA Phase 13 at PC on 8/10/21

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): 11000-200000-211000-673000-210 0 100 % Amount \$ 102,778
Account Number(s): _____ % Amount \$ 101,309

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 [Signature] Date 9/1/21
2. Division Vice President Signature [Signature] Date 9/1/21
3. Chief Compliance/Budget Officer Signature [Signature] Date 09/20/21
4. Human Resources Signature [Signature] Date 9/1/21
5. Vice President, Human Resources [Signature] Date 9/1/21

☒ Funding available ☐ Funding not available Position Number: CA9246 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: _____

6. Signature of President/CEO [Signature] Date October 28, 2021

☐ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)

☒ Newly Funded Position Fiscal Year 2021-22
☐ 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: NRA Phase 13

			Analysts which takes away from their assigned duties. Hiring additional HR Techs will improve productivity and project completion			
Human Resources	Administrative Specialist IV		A position is needed to assist the Executive Assistant II and the Vice President of Human Resources with budgeting, front desk supervision, clerical work, and related duties.	Ongoing	101,309	<input checked="" type="checkbox"/> Critical <input type="checkbox"/> High Priority <input type="checkbox"/> Important <input type="checkbox"/> Necessary

2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

(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.)

TEAM: Human Resources

HR Non-Personnel Requests

To Be Completed By Departments									Required if Budget Approved By President's Cabinet					To Be Completed When President's Cabinet Makes Final Decision			
Priority Number	Division	Department-Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Account Number					Total	Outcome (President's Cabinet Funding Decision)	Funding	Comments
									Fund	Org	Acct	Prog	Actv	Funded		Source	
5	Human Resources	200000/Abe Ali & LaToya Bass	Administrative Specialist IV	A position is needed to assist the Executive Assistant II and the Vice President of Human Resources with budgeting, front desk supervision, clerical work, and related duties.		101,309	101,309	2020-21	11000	200000	211000	673000	2100				

\$ 60,000

\$ 163,880

\$ 163,880

Total

\$ -

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Human Resources

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Position: _____

Department: _____


Time (FTE): _____ Term (months/year): _____

Work Schedule (Days, Hours): _____


Salary Schedule (Range): _____

Background and Rationale (use back of form if additional space is needed): _____

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): _____ 0 _____ % Amount \$ 102,778
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  9/1/21
Date

4. Human Resources Signature _____ Date

2. Division Vice President Signature  9/1/21
Date5. Vice President, Human Resources  9/1/21
Date3. Chief Compliance/Budget Officer Signature _____
Date☐ Funding available ☐ Funding not available Position Number: _____ Contract Number: _____**Comments:** _____**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 _____
DateContinued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(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)

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Funding From: NRA Phase 13