

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: Vice President, Human ResourcesDepartment: Human ResourcesTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): M-FSalary Schedule (Range): Executive Management, Range 1Background 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): 11000-200000-215000-660000-2100 100 % Amount \$ 311,224

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:William J. Smoggin
1. Requesting Manager SignatureSeptember 30, 2021
Date

4. Human Resources Signature

Date

Boo Boxc
2. Division Vice President SignatureDate
10/01/2021

5. Vice President, Human Resources

10/7/21
Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not available Position Number: ME9995 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: _____

William J. Smoggin
6. Signature of President/CEOOctober 12, 2021
Date