

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: _____

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): _____ % Amount \$ _____

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

Date

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

5. Vice President, Human Resources

Date

3. 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

Date

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 _____

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: _____

HEERF- Institutional Funds

2021 - 2022



| | | | | | | | |
|---|---------------|------------|----------|------------------------------|---|--|--|
| Requested by: (Unit, Department, Division or Vice President) | | | | | | | |
| Human Resources | | | | | | | |
| Location | Complete Name | Signature | Date | Approval: | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | |
| Department or Unit: | | | | Date: | 10/29/21 | | |
| Division: | | | | Vice Administrative Services | | Morris Rodrigue | |
| Vice President: | Sokha Song | Sokha Song | 10/20/21 | Signature: | | <small>Digitally signed by Morris Rodrigue Date: 2021.10.29 15:00:04 -07'00'</small> | |

| Budget Request(s) | HEERF Justification for Request(s) | Funds Requested ⁽¹⁾ | Funding |
|---|--|---|----------|
| Describe the services or items requested, include quantity ⁽²⁾ | <p>Defraying expenses associated with coronavirus. This includes defraying lost revenue and expenses incurred after December 27, 2020.</p> <p>It also includes student support activities authorized by the Higher Education Act where those support activities address needs related to coronavirus. This includes using funds to carry out TRIO and GEAR UP program activities to the extent those activities address needs related to coronavirus.</p> | Amount | Approved |
| 1. Coordinator Project/Program Temporary Special Projects Coordinator | The Coordinator Project/Program and Temporary Special Projects Coordinator are critical support positions that will coordinate, oversee, track, and prepare reports related to student coronavirus vaccination exemptions and the coronavirus related leaves process. As of Winter 2021, students are required to be vaccinated and must request an exemption which may result in weekly coronavirus testing. Coronavirus related employee leaves and accommodations are ongoing, there are multiple divisions/departments that play key rolls in this process, coordinating the various layers will ensure the proper process is followed and notifications provided. | \$109,737- Coordinator Project/Program \$56,848 - Temporary Special Projects Coordinator | |
| Account Number(s) ⁽³⁾ : | _____ - _____-211000-673000-2100 | | |

(1) Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

(2) Please add attachment if additional information needs to be included annual software upgrades, etc.

(3) If Unknown leave blank, the Fiscal Services department will include.