

IMMEDIATE NEED REQUEST

2021-22

Requested by: (Unit, Department, Division or Vice President)			
		Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Facilities M&O	Date to Cabinet: 12.07.2021	
Division:		Outcome:	
Vice President:	Morris Rodrigue		
		<i>h r</i>	

Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1. Warehouse Worker II	Warehouse Worker (Converted from Warehouse Worker and Warehouse Worker II) CSEA 651 Recommended Range 54 (Warehouse Worker I previously 44. No Change in range for Warehouse Worker II) Annual total for 2 employees = \$5,932.8; Retro AMT = \$2,577.19. TOTAL=\$8,509.99 CSEA 651 Classification Committee Recommends to convert Warehouse Worker I and II positions into one classification The Committee recognized the inefficiencies within the warehouse was due to the full scope of work within a process was split between two job classifications. Incorporating the entire process/procedures within one classification will allow cross training, streamlined work, and better communication within the department. 2 Incumbents			\$7,915.00	
Account Number(s):					
2.					
Account Number(s):					

** 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.

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	NAME	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	Funding Source
--------------------	-----	-----	-------	------	-----------------	-------	------	------	--------------------	-----------------	-------------------	-------------------------------	----------------

2021-22 Budget for Position to be Reclass:

CB9920	1.000	B	44	6	12	Warehouse Worker I	Gonzalez, Hector	11000	100.00%	58,192	28,406	86,598	UGF
--------	-------	---	----	---	----	--------------------	------------------	-------	---------	--------	--------	--------	------------

2021-22 Cost of Reclassified Position:

CB9920	1.000	B	54	5	12	Warehouse Worker II	Gonzalez, Hector	11000	100.00%	61,235	29,477	90,712	
--------	-------	---	-----------	---	----	----------------------------	------------------	-------	---------	--------	--------	--------	--

Additional Cost to re-class from Range 44 to 54 in FY 2021-22 - Ongoing Cost if relcass in 2021-22	3,043	1,071	4,114
---	--------------	--------------	--------------

2021-22 Budget for Position to be Reclass:

CB9931	1.000	B	44	5	12	Warehouse Worker I	Ruiz, Briam	11000	100.00%	56,160	32,327	88,487	UGF
--------	-------	---	----	---	----	--------------------	-------------	-------	---------	--------	--------	--------	------------

2021-22 Cost of Reclassified Position:

CB9931	1.000	B	54	4	12	Warehouse Worker II	Ruiz, Briam	11000	100.00%	58,972	33,316	92,288	
--------	-------	---	-----------	---	----	----------------------------	-------------	-------	---------	--------	--------	--------	--

Additional Cost to re-class from Range 44 to 54 in FY 2021-22 - Ongoing Cost if relcass in 2021-22	2,812	989	3,801
---	--------------	------------	--------------

Total Ongoing Cost for Reclass in 2021-22 if Reclass is approved	5,855	2,060	7,915
---	--------------	--------------	--------------