

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 III

Department: Foundation & Alumni Association

Time (FTE): 1.0 40 Term (months/year): 12

Work Schedule (Days, Hours): Monday - Friday 8:00 - 5:00

Salary Schedule (Range): 81

Background and Rationale (use back of form if additional space is needed): To fill vacant Administrative Specialist III position in the Foundation

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): 11000-150000-211000-671000 -2100 100 % Amount \$ \$101,487
Account Number(s): 00 % Amount \$ -98,875

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

William J. Smuggin

7.18.22

2. Division Vice President Signature

Date

Boo Boxc

07/25/22

3. Chief Compliance/Budget Officer Signature

Date

Tika Davé-Harris

Digitally signed by Tika Davé-Harris
Date: 2022.07.27
17:30:06 -07'00'

4. Human Resources Signature

Date

Subhany

8/28/2022

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not available Position Number: CA9307 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. Smuggin

6. Signature of President

August 2, 2022

Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Claudia Ortiz
Last day of employment: 06/10/2022
Reason for vacancy: VLT to Promote
(Attach Existing Job Description)

☐ Newly Funded Position Fiscal Year 22-23
☐ 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: