

**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: Executive Assistant I

Department: Human Resources

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

Work Schedule (Days, Hours): M-TH, 8 am to 5 pm; Fri, 8 am to 4:30 pm

Salary Schedule (Range): Confidential Salary Schedule, Range 85

Background and Rationale (use back of form if additional space is needed): Vacancy: To replace Jose Ramirez EAI who has promoted to EAll.

Critical position needed to support the office of the VPHR

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): 11000-200000-213000-673000-2100 \$135,772  
 Account Number(s): ~~11000-200000-213000-673000-2100~~ 100 % Amount \$ ~~134,579~~  
 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:**

*Suehakany* 6/22/2022  
 1. Requesting Manager Signature Date  
*Suehakany* 6/22/2022  
 2. Division Vice President Signature Date  
*Boo Boxc* 08/01/22  
 3. Chief Compliance/Budget Officer Signature Date

**Tika Davé-Harris**

Digitally signed by Tika Davé-Harris  
 Date: 2022.08.09 10:33:52 -07'00'

*Suehakany* 8/11/2022  
 4. Human Resources Signature Date  
 5. Vice President, Human Resources Date

☒ Funding available ☐ Funding not available Position Number: CO9975 Contract Number: \_\_\_\_\_

**Comments:** Funding is available for 1 year only because there is a Special Project Manager (MT9964) currently working OOC until 6/30/23 who could potentially return to HR at the conclusion of her assignment.

**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. Srogan* 8.17.22  
 6. Signature of President/CEO Date