## Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Jose Ramirez Last day of employment: 6/21/2022 6/20/22 **Human Resources REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS** Reason for vacancy: Promoted to EA II \*\*This form is used to gain approval prior to recruiting for a position. (Attach **Existing** Job Description) Instructions for completing this form are located on the back. Newly Funded Position Fiscal Year <u>22-23</u> Executive Assistant I Position: ✓ No Existing Job Description (Attach Draft of **New** Job Description) Department: \_\_\_\_ Human Resources X Confidential ☐ Classified ☐ Supervisory ☐ Administrative Time (FTE): 1.0 Term (months/year): 12 Months \*\*For Temporary Special Project Administrators only Work Schedule (Days, Hours): M-TH, 8 am to 5 pm; Fri, 8 am to 4:30 pm ☐ Temporary Special Project Administrator Salary Schedule (Range): Confidential Salary Schedule, Range 85 (Refer to AP 7135) Background and Rationale (use back of form if additional space is Temporary Special Project Administrators can only be hired through needed): Vacancy: To replace Jose Ramirez EAI who has promoted to EAII. 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. Critical position needed to support the office of the VPHR Funding From: \_\_\_\_\_ <u>Please list</u> 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. 11000-200000-213000-673000-2100 \$135,772 Account Number(s): 11000-2000000-2130000-67300022100 100 % Amount \$ 134,579 Account Number(s): % Amount \$ ... <u>100</u> **% Amount \$** <u>134,579</u> **Funding:** (check all that apply) X 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: \_\_\_\_ Digitally signed by Tika **Signatures:** Tika Davé-Davé-Harris Date: 2022.08.09 500hahay 1. Requesting Manager Signature Harris 10:33:52 -07'00' 4. Human Resources Signature Date 6/22/2022 Suchahare 8/11/2022 5. Vice President, Human Resources Date 2. Division Vic President Signature Date 16x0 08/01/22 3. Chief Compliance/Budget Officer Signature Date X 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

Aufflian J. Swiggin 8.17.22

6. Signature of President/CEO Date

If position does not have funding, provide funding directions:

Rationale:

HR 101 – RTF Form Revised 11.2.17 LB