

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: Project/Program, Coordinator (EOPS/CARE)Department: EOPS/CARE/NextUp/REACH & CalWORKTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday 8:30 am - 5:00 pmSalary Schedule (Range): A-95

Background and Rationale (use back of form if additional space is needed): The EOPS/CARE Coordinator is critical to assi
retention, and success. During the 2022-23 academic
and provided over 30 workshops, 4 college trips and 3
coordinator is essential to providing students with ove

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): 11000-523100-211000-643000-2100 100 % Amount \$ \$129,188
Account Number(s): _____ % Amount \$ 129,186

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 Julietta Mendez Marquez KV 10/4/2023
Date
2. Division Vice President Signature Melba Castro 10/4/2023
Date
3. Chief Compliance/Budget Officer Signature Boo Boyce 10/5/23
Date

4. Human Resources Signature Edith Davis Harris 10/13/2023
Date
5. Vice President, Human Resources Sokhaling 10/16/2023
Date

☒ Funding available ☐ Funding not available Position Number: CA9727 Contract Number: 213250

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: _____

6. Signature of President/CEO Martha Stone October 17, 2023
Date

☒ Continued Funded Position (ex. Vacancy) Maria Hernandez Figueroa
Former Employee (if applicable): Maria Hernandez
Last day of employment: 10/27/23 ☒
Reason for vacancy: Accepted position Resignation
(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: General Fund