

## MT. SAN ANTONIO COLLEGE

Human Resources

**REQUEST TO FILL – FACULTY POSITION**

**\*\*This form is used to gain approval prior to recruiting for a position. Instructions for completing this form are located on the back.**

Discipline/Title: Counseling/General CounselorDepartment: CounselingDivision: Student ServicesMonths per Year: ☐ 10 months ☒ 11 months ☐ 12 months#Days per Year: ☐ 175 ☒ 195 ☐ 210 ☐ Other: \_\_\_\_\_☒ Funded: General Fund UnrestrictedFormer Employee (if applicable): Cynthia Burnett☐ Newly Funded Position Fiscal Year \_\_\_\_\_☒ Tenure Track☐ Temporary Faculty (one year)Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).  
\_\_\_\_\_

Background and Rationale (use back of form if additional space is needed):

Vacancy in General Counseling due to retirement of Cynthia Burnett Prioritized by AMAC on 11/6/23.  
\_\_\_\_\_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): 11000-510000-123000-631000 -1200 100% Amount \$ 165,855

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_**Signatures:**Lina Castro

1. Requesting Manager Signature

11/14/2023

Date

Lina Castro

4. Human Resources Signature

12/1/2023

Date

Melba C. Castro

2. Division Vice President Signature

11.15.23

Date

Gokhaling

5. Vice President Human Resources

12/01/23

Date

Boo Boxc

3. Chief Budget/Compliance Signature

11/20/23

Date

☒ Funding available ☐ Funding not available Position Number: \_\_\_\_\_ Contract Number: 111001Comments: \_\_\_\_\_  
\_\_\_\_\_**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_Rationale: \_\_\_\_\_  
\_\_\_\_\_Martha Stare

6. Signature of President/CEO

December 5, 2023

Date

SALARY PROJECTION

POS CLASS	UNIT	POSTION	ACTUAL	RANGE	STEP	TOTAL						ACCOUNT	TOTAL	FRINGE BENEFIT ACCTS					TOTAL	TOTAL									
			FTE			MONTHS						PERCENT	SALARY	311000	335000	341000	351000	361000	BENEFITS	& BENEFITS									
Estimated Benefit Rates for 2023-24														19.100%	1.450%	Varies	0.05%	1.390%											
FY 24-25																													
FUND	ORG	ACCT	PROG	ACTIV																									

FA195	FA	Counselor - 195 days 11 mths Col 2 Stp 7	1.00	2	7	11	11000	XXXXXX	123000	XXXXXX	1200	100%	119,635	22,850	1,735	19,912	60	1,663	46,220	165,855
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