

January 19, 2021

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: PSO II

Department: Police and Campus Safety

Time (FTE): 1 Term (months/year): 12 months

Work Schedule (Days, Hours): Sunday-Saturday, Various Hours

Salary Schedule (Range): A-98 (\$64,736.28-\$82,621.80)

Background and Rationale (use back of form if additional space is needed): This position became vacant in November 2019, with the retirement of Kevin House.

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): House, Kevin
Last day of employment: 12/2020
Reason for vacancy: Retirement
(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: _____

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). This position is not budgeted for the current fiscal year; however, the salary should be offset by the salary savings within the Police & Campus Safety Department budget (refer to attachment).

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): | 211000-11000-631000-211000-695000 - 2100 | 50 % | Amount \$ | 42,792 |
| Account Number(s): | 211000-17631-631000-211000-695000 - 2100 | 50 % | Amount \$ | 42,792 |

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 1/13/21 | 4. Human Resources Signature | Date |
| 2. Division Vice President Signature | Date | 5. Vice President, Human Resources | Date |
| 3. Chief Compliance/Budget Officer Signature | Date | | |

☐ Funding available ☐ Funding not available Position Number: _____ 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: _____

6. Signature of President/CEO _____ Date _____