

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 with the death of Officer Kelly.

Please list any changes in the budgeted position as described above

(i.e., title, time, term, etc.). This position is budgeted for the current fiscal year; however, the salary range will change due to an agreement that the position would become a PSO II position as PSO I's retired or separated from the college.

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):	<u>211000-11000-631000-211000-695-000-2100</u>	50 %	Amount \$	<u>44,665</u>
Account Number(s):	<u>211000-17631-631000-211000-695-000-2100</u>	50 %	Amount \$	<u>44,665</u>

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

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Kelly, Anthony
Last day of employment: 12/19/20
Reason for vacancy: Deceased
(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: _____