

August 11, 2020

### 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: Public Safety Officer I

Department: Police & Campus Safety

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

Work Schedule (Days, Hours): Monday-Friday, 0600-1430

Salary Schedule (Range): A-88 (58,064-74,796)

Background and Rationale (use back of form if additional space is needed): The position became vacant on 7-1-2020, upon the retirement of David Quiroz.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). None

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): 21100017631-631000-211000-695000-2100 50 % Amount \$ 50,612  
Account Number(s): 21100011000-630000-211000-677000-2100 50 % Amount \$ 50,609

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 [Signature] Date 8/3/20 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: CA9769 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): Quiroz, David  
Last day of employment: 6/30/2020  
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: \_\_\_\_\_