

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: Deputy ChiefDepartment: Police & Campus SafetyTime (FTE): 1 Term (months/year): 12Work Schedule (Days, Hours): Monday-Friday, 0700-1500Salary Schedule (Range): M-15 (\$133,392-\$147,468)Background and Rationale (use back of form if additional space is needed): The position was vacated upon the retirement of Robert Wren, effective 2/11/2019.Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). NonePlease 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): 215000 11000-630000-215000-677000-2100 50 % Amount \$ 106,459Account Number(s): 215000 17631-631000-215000-695000-2100 50 % Amount \$ 92,606Funding: (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 [Signature] Date 8/20/20202. Division Vice President Signature [Signature] Date August 3, 2020 5. Vice President, Human Resources _____ Date _____3. Chief Compliance/Budget Officer Signature [Signature] Date 08/03/206. Signature of President/CEO [Signature] Date 9/1/20☒ Funding available ☐ Funding not available Position Number: MC9979 Contract Number: _____Comments: Position approved to Recruit approved by Cabinet on 06/05/20 (in Carol's listing)**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: _____

6. Signature of President/CEO [Signature] Date 9/1/20☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Robert Wren
Last day of employment: 2/11/2019
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: _____