

November 24, 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: Assistant Director

Department: Public Safety Programs, Technology and Health Division

Time (FTE): 100% Term (months/year): 6 Months

Work Schedule (Days, Hours): Tuesday-Friday, 8:00 a.m. - 7:00 p.m.

Salary Schedule (Range): M-13, Steps 1-6

Background and Rationale (use back of form if additional space is needed): Chief Hirsch retired from this position June 30, 2020, and is working on a month-to-month basis until December 31, 2020. Currently, we are unable to recruit for this position. Chief Hirsch has agreed to continue serving in an interim manner. Permanent replacement is critical due to COVID-19 events and program re-accreditation.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

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 355000 121000 213300 1200 100 % Amount \$
Account Number(s): % Amount \$

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:

Raymond A Mosack 11/17/20
1. Requesting Manager Signature Date

2. Division Vice President Signature Date

3. Chief Compliance/Budget Officer Signature Date

4. Human Resources Signature Date

5. Vice President, Human Resources 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): Jamie Hirsch
Last day of employment: December 31, 2020
Reason for vacancy: Resignation
(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: