## ✓ Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Anita Valdez-Castro **Human Resources** Last day of employment: 7/29/2021 **REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS** Reason for vacancy: Retirement \*\*This form is used to gain approval prior to recruiting for a position. (Attach **Existing** Job Description) Instructions for completing this form are located on the back. Newly Funded Position Fiscal Year \_\_\_\_\_\_ Position: \_\_\_\_\_Early Childhood Development Specialist ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: \_\_\_\_\_ Child Development Center ✓ Classified✓ Confidential✓ Supervisory✓ Administrative Time (FTE): \_\_\_\_100 \_\_\_Term (months/year): \_\_\_\_11 Work Schedule (Days, Hours): \_\_\_\_\_ Monday - Friday \*\*For Temporary Special Project Administrators only ☐ Temporary Special Project Administrator Salary Schedule (Range): A-79 7:30 am - 4:00 pm (Refer to AP 7135) Background and Rationale (use back of form if additional space is Temporary Special Project Administrators can only be hired through needed): \_\_\_\_\_\_To fill vacancy left by retirement of employee. 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: CDC budget - CSPP and College budget 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): 33500-336080-211000-692000 -2100 54.90 % Amount \$ --40,066 49,745 Account Number(s): 11000-336050-211000-43050-2100 45.10 % Amount \$ --32,945-40,865 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: Tamika Addison 1. Requesting Manager Signature 4. Human Resources Signature M- fowler 5. Vice President, Huyan Resources 2. Division Vice President Signature 1688 16xce 02/04/2022 3. Chief Compliance/Budget Officer Signature Date √ Funding available □ Funding not available Position Number: <u>CA9702</u> 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 <u>does not have funding</u>, provide funding directions:\_\_\_\_\_ Rationale: \_\_\_ William J. Smoggun February 15, 2022 6. Signature of President/CEO

HR 101 – RTF Form Revised 11.2.17 LB