Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Kathleen Dorr **Human Resources** Last day of employment: 12/30/2021 **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 II ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: ____ Child Development Center ✓ Classified✓ Confidential✓ Supervisory✓ Administrative Confidential Time (FTE): ____100 ___Term (months/year): ____12 Work Schedule (Days, Hours): 7:30 am - 4:00 pm **For Temporary Special Project Administrators only ☐ Temporary Special Project Administrator Salary Schedule (Range): _____ A-88 (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): This request is being made to fill a vacant position due to employee retirement 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 state budget/contracts -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. **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 elly M. Fowler 5. Vice President, Hyman Resources 2. Division Vice President Signature 02/04/2022 3. Chief Compliance/Budget Officer Signature Date ☐ Funding available ☐ Funding not available Position Number: <u>CA9921</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 does not have funding, provide funding directions: Rationale: William J. Smogani February 15, 2022

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6. Signature of President/CEO