✓ Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Abe Ali Last day of employment: 6/30/22 **Human Resources 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: _____Vice President, Human Resources ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: _____ Human Resources ☐ Classified ☐ Confidential ☐ Supervisory ☐ Administrative Confidential Time (FTE): 100% Term (months/year): 12 Work Schedule (Days, Hours): ____ M-F **For Temporary Special Project Administrators only Temporary Special Project Administrator Salary Schedule (Range): Executive Management, Range 1 (Refer to AP 7135) Background and Rationale (use back of form if additional space is 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: Unrestricted General Fund 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:** William J. Swiggin Requesting Manager Signature September 30, 2021 4. Human Resources Signature 5. Vice President, Hyman Resources 2. Division Vice President Signature 10/01/2021 3. Chief Compliance/Budget Officer Signature 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: William J. Smyggnin Signature of President/CEO October 12, 2021

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