## Continued Funded Position (ex. Vacancy) MT. SAN ANTONIO COLLEGE Former Employee (if applicable): Michael Williams Last day of employment: 1/11/2024 **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. Chief Police and Campus Safety Position: Chief Police and Campus Safety Newly Funded Position Fiscal Year \_\_\_\_\_\_ ☐ No Existing Job Description (Attach Draft of **New** Job Description) Department: \_\_\_\_\_ Police and Campus Safety Confidential Classified ☐ Classified ✓ Supervisory ☐ Administrative Time (FTE): \_\_\_\_\_1 \_\_\_Term (months/year): \_\_\_\_\_12 Work Schedule (Days, Hours): Sunday-Saturday, Various Hours \*\*For Temporary Special Project Administrators only ☐ Temporary Special Project Administrator Salary Schedule (Range): \_\_\_\_\_\_M-19 - \$176,052 - \$192,120 (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 the position that will be vacated by the retirement of Michael Williams, whose last 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. day of employment is January 11, 2024. Funding From: \_\_\_\_\_ Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). None 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): 17631-140000-631000-215000-695000-2100 Account Number(s): 11000-630000-215000-677000-2100 <u>45400---</u>% Amount \$\_\_\_\_ <sup>55</sup> **%** Amount \$ 146,720 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: \_\_\_\_\_ Comments: \_\_\_ Signatures: 4. Human Resources Signature 1. Requesting Manager Signature Date 5. Vice President, Human Resources 11/22/23 12/11/2023 2. Division Vice President Signature 12/01/23 3. Chief Compliance/Budget Officer Signature Date ☐ Funding available ☐ Funding not available Position Number: MC9964 Contract Number: 211121 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

December 12, 2023

Date

HR 101 – RTF Form Revised 11.2.17 LB