

**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.**

Chief Police and Campus Safety

Position: Chief

Department: Police and Campus Safety

Time (FTE): 1 Term (months/year): 12

Work Schedule (Days, Hours): Sunday-Saturday, Various Hours

Salary Schedule (Range): M-19 - \$176,052 - \$192,120

Background and Rationale (use back of form if additional space is needed): To fill the position that will be vacated by the retirement of Michael Williams, whose last day of employment is January 11, 2024.

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): 17631-10000-631000-215000-695000-2100

45 % Amount \$ \$266,264,120,044

Account Number(s): 11000-630000-215000-677000-2100

55 % Amount \$ \$192,120

**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:**

[Signature]  
1. Requesting Manager Signature

11/22/23  
Date

4. Human Resources Signature

\_\_\_\_\_ Date

[Signature]  
2. Division Vice President Signature

11/22/23  
Date

[Signature]  
5. Vice President, Human Resources

12/11/2023  
Date

[Signature]  
3. Chief Compliance/Budget Officer Signature

12/01/23  
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: \_\_\_\_\_

[Signature]  
6. Signature of President/CEO

December 12, 2023  
Date