

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES
REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS
(Instructions for completing this form begin on page 2)

☐ Classified ☐ Confidential ☒ ~~Administrative~~ ☒ Temp Special Projects Administrator (see [AP 7135](#))
Special Project Manager

A **Position:** ~~Interim Manager, Maintenance and Operations~~ **FTE (%):** 100
Division: Administrative Services **Department:** Facilities
Term (month/year): ~~12 months/yr~~ 2 months **Salary Schedule (Range):** M9
Work Schedule (Days, Hours): Monday - Friday, 7 a.m. - 4 p.m.

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)** *Employee on Temporary Leave of Absence

Incumbent name: William Asher MC9962 **Last date of employment:** 4/25/24
Reason for vacancy: Other

Newly or Previously Budgeted Position - Never Filled

Fiscal Year Budget Approved: _____ **Budget Source (e.g., NRA, Grant Name):** _____

C **Rationale/Operational need for and consequence of not filling this position (attach additional page(s) if needed):**

Temporary Leave Coverage for William Asher, Assistant Director of Facilities Planning and Management. This role will entail supervising the trades area and providing support to existing staff in their daily operations. If this position is not temporarily filled, it could impede the department's ability to achieve operational goals and objectives. An Interim Manager, M&O could satisfactorily fulfill the duties needed to keep the dept. running while the Assistant Director, FP&M job description is being updated and sent to Cabinet in May and the department undergoes a full restructure.

Area Vice President Initials: MR

D **Budget information to fund this position:** 11000-621000-215000-651000-2100

Account Number: ~~11000-621000-141000-651000~~ **Amount:** 100 % \$ ~~182,433~~ ~~-30,467~~ 28,979
Account Number: _____ **Amount:** _____ % \$ _____
Fund (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 (grant/temporary funded): Beginning date: 4/25/24 End date: 6/30/24
Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.):
New position number needed for temp position

Fiscal Use Only: ☒ Funding available ☐ Funding not available | **Position #** MT9961 ~~MT999~~ **Contract #** 211550 ~~211622~~

E **Signatures - print/sign/date (to be completed in numerical order):**

1. **Requesting Manager:** Shannon Carter 3/18/24
2. **Division Vice President:** Morris Rodrigue 3/18/24
3. **Manager, Recruitment Svcs.:** Stacy Manfredi 4/2/24
4. **Chief Compliance/Budget Officer:** Rosa Royce Apr 9, 2024 Apr 9, 2024
5. **Vice President, Human Resources:** Dr. Sokha Song 4/18/24

Reviewed by the President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Approved to fill (enter date) _____ ☐ Denied

6. **President/CEO:** Dr. Martha Garcia April 23, 2024

MT SAN ANTONIO COLLEGE SALARY AND BENEFITS PROJECTION

POSITION NUMBER	FTE	SCH	RANGE	STEP	TITLE	FY 23-24 May-June (2mos)	Funding Source
MT9961	1.000	MN	9	1	Special Project Manager (AP7135)	\$ 28,979	
Estimated One-Time Cost for Special Project Manager (AP7135) to backfill MC9962 Manager of Maintenance and Operations						\$ 28,979	Funding from Placeholder Org 999990

** Since incumbent will be on leave, funding source for May and June 2024 may be obtained from the placeholder account 999990.

**Note: The salary calculations include the latest negotiated increase of 4.11% for CSEA 262, CSEA 651, and Confidential employees. It also includes Health and Welfare rates for 2023-24. It includes the updated Salary Schedule approved at the Board of Trustees meeting on March 13, 2024.*

EZ Salary Projection FY 2023-24 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	MT
Enter salary range	9
Enter months of employment	2
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$28,979

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 4.23.24 (included 4.11% in CSEA 262, CSEA 651, Confidential, and Management)