

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](#)) ☐ Out-of-Class Assignment

A Position: Benefits Specialist FTE (%): 1.00
Division: Human Resources Department: HR Employees and Benefits Services
Term (month/year): _____ Salary Schedule (Range): 90
Work Schedule (Days, Hours): Monday- Friday, 40 hrs/week

B Previously Budgeted Position - Vacant (Incumbent Separated/Separating)
Incumbent name: Glenda Melissa Aguirre Last date of employment: _____
Reason for vacancy: Promotion effective 5/13/2024
Newly or Previously Budgeted Position - Never Filled
Fiscal Year Budget Approved: _____ Budget Source (e.g., NRA, Grant Name): _____
Out-of-Class Assignment Reason ☐ Incumbent on Leave ☐ Vacancy ☒ Back-Fill

C Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):
Please see additional pages.

Area Vice President Initials: SS

D Budget information to fund this position:
Account Number: 11000-200000-211000-673000-2100 Amount: 100 % \$ 123,868.00
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: _____ End date: _____
Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.): _____

Fiscal Use Only: ☒ Funding available ☐ Funding not available | Position # CA9637 Contract # 213114

E Signatures - print/sign/date (to be completed in numerical order):
1. Requesting Manager: Alexis Carter [Signature] 5/9/2024
2. Division Vice President: hannah
3. Applicable Human Resources Manager: Stacy Manfredi 5/10/24
4. Chief Compliance/Budget Officer: Delana Miller 05/10/2024
5. Vice President, Human Resources: Recommend to fill ☒ Yes ☐ No (see attached rationale) _____
Initial _____ Date _____

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: Martha Garcia [Signature] May 21, 2024

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

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	90
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$123,868

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)

Office of Human Resources
Proposed Division Organizational Chart

