

January 7, 2025

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES
REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

(Instructions for completing this form begin on page 2)

No phase assigned TDH 11/21/24

☒ Classified ☐ Confidential ☐ Administrative

☐ Temp Special Projects Administrator (see [AP 7135](#)) ☐ Out-of-Class Assignment

A

Position: Kinesiology/Athletic Technician II **FTE (%):** 100
Division: KAD **Department:** KIN/Athletics
Term (month/year): 12 **Salary Schedule (Range):** 63
Work Schedule (Days, Hours): M-S

B**Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**

Incumbent name: Javonn Askins Last date of employment: ~~08/17/2024~~ 09/12/2024

Reason for vacancy: Resigned/Accepted new Job

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):**

This position is responsible for overseeing the daily operation of a centralized laundry center, in addition to the inventory and maintenance of athletic equipment, uniforms, supplies, and facilities. Typical duties include washing, drying, folding, and coordinating the distribution of practice and game uniforms for our largest athletic teams, maintaining athletic equipment inventory, athletic event set up, requesting maintenance

Area Vice President Initials: KF

D**Budget information to fund this position:** 11000-363000-251000-083500-2100

Account Number: ~~110003630002510000835002100~~ Amount: 100 % \$ 104,508

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 # CA9964 Contract # 213230

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

1. Requesting Manager: Tammy Knott-Silva 

2. Division Vice President: 

3. Applicable Human Resources Manager:  10/15/24

4. Chief Compliance/Budget Officer: NOT PHASE ASSIGNED  12/20/2024

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: _____



Personnel Transactions

CLASSIFIED EMPLOYMENT

New Hire(s)

Name	Position	Department	Range	Step	Job FTE/Term	Effective	Annual Salary
Castle, Joshua	Laboratory Technician II - Biological Sciences	Biological Sciences	A-086	1	1.000/12 month(s)	09/16/2024	\$70,354.80
Reinoza-Zaldana, Katherine	Student Services Program Specialist II	El Centro	A-079	1	1.000/12 month(s)	08/01/2024	\$65,621.40

Promotion(s)

Name	Position	Department	Range	Step	Job FTE/Term	Effective	Annual Salary
Salamah, Hana	Administrative Specialist III	Business	A-081	2	1.000/12 month(s)	09/01/2024	\$70,287.12

Temporary Out-of-Class Assignment(s)

Name	Position	Department	Range	Step	Job FTE/Term	Effective	Monthly Salary
Medina, Michelle	Coordinator, Project/Program	HR Investigations and ADA Accommodations	A-095	3	1.000/12 month(s)	07/01/2024 - 12/31/2024	\$7,069.41

Separation(s)

The effective date is the employee's first day of separation.

Name	Position	Department	Effective
Alvarez, Stephanie	Upward Bound Academic Specialist	Upward Bound	09/01/2024
Askins, Javonn	Kinesiology/Athletic Technician II	Athletics	09/13/2024
Avila, Collette	Library Technician-Cataloging	Library	08/23/2024
Gomez, Steve	Coordinator, Grants	Grants Office	09/04/2024
Hermosillo, Evelyn	Fiscal Technician II	Fiscal Services	08/15/2024
Mark, Kevin	Athletic Trainer	Athletics	08/01/2024
Mendoza, Elizabeth	Administrative Specialist I	Financial Aid	09/01/2024
Ponzillo, Gizelle	Coordinator, Supplemental Instructional Program	Tutorial Services	09/01/2024

MT SAN ANTONIO COLLEGE
SALARY AND BENEFITS PROJECTION

POSITION NUMBER	FTE				TOTAL MONTHS	TITLE	FUND	TOTAL SALARY	FRINGE BENEFIT ACCTS						TOTAL BENEFITS	FY 24-25 Jul-Jun (12 mos)	Funding Source
		SCH	RANGE	STEP					321000 PERS	331000 OASDI	335000 MEDI	341000 H&W	351000 SUI	361000 W/C			
CA9964	1.000	UA	63	3	12	Kinesiology/Athletic Tech II	11000	61,699	16,690	3,825	895	20,560	31	808	42,809	104,508	UGF

**Note: The salary calculations include the negotiated increase of 8.22% for FY 23-24 and 1.07% increase for FY 24-25 for CSEA 262, CSEA 651, and Confidential employees. It also includes Health and Welfare rates for 2024-25 and the updated Salary Schedule approved at the Board of Trustees meeting on March 13, 2024.*