

February 4, 2025

**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:** Laboratory Technician - Earth Sciences

**FTE (%):** 100

**Division:** Natural Sciences

**Department:** Earth Sciences & Astronomy

**Term (month/year):** 12 months

**Salary Schedule (Range):** A-79

**Work Schedule (Days, Hours):** Monday -Thursday 8am - 1pm

**B**

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

Incumbent name: Mark Koestel

Last date of employment: 11/15/24

Reason for vacancy: retirement

**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 request is for a replacement position due to the retirement of a 50% employee. The Earth Sciences & Astronomy Department cannot function to support the current offerings in Geology, Oceanography, and Astronomy if this position is not filled. We would have to cancel sections being held on-campus, at local high schools, and online, thus hindering student completion of courses, certificates, (especially the new

**Area Vice President Initials:** KF

**D**

**Budget information to fund this position:**

Account Number: 11000-314530-221000-191400

Amount: 100 % \$ 59,500

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 # \_\_\_\_\_ Contract # \_\_\_\_\_

**E**

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

1. Requesting Manager: Denise Bailey

Denise Bailey

Digitally signed by Denise Bailey  
Date: 2024.12.16 09:07:23 -08'00'

12/16/24

2. Division Vice President: Kelly Fowler

Kelly Fowler, Ph.D.

Digitally signed by Kelly Fowler, Ph.D.  
Date: 2025.02.03 17:56:36 -08'00'

2/3/25

3. Applicable Human Resources Manager: \_\_\_\_\_

4. Chief Compliance/Budget Officer: \_\_\_\_\_

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: \_\_\_\_\_