

February 25, 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:** Administrative Specialist IV **FTE (%):** 1.0  
**Division:** Library, Learning Resources & DL **Department:** Library, Learning Resources & DL  
**Term (month/year):** 12 **Salary Schedule (Range):** 88B  
**Work Schedule (Days, Hours):** Monday-Friday, 8:00am-5:00pm

**B**

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

Incumbent name: Crystal Huckabee Last date of employment: 2/18/25

Reason for vacancy: Resignation

**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 attached justification.

**Area Vice President Initials:** KF

**D**

**Budget information to fund this position:**

Account Number: 11000 320000 211000 601000 2100 Amount: 100 % \$ 91,597

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: Romelia Salinas Romelia Salinas 2/3/2025  
2. Division Vice President: Dr. Kelly Fowler Kelly M. Fowler 2/6/25  
3. Applicable Human Resources Manager: Stacy Manfredi 2/18/25  
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: \_\_\_\_\_

