

March 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 III FTE (%): 100  
Division: Admin Services Department: Technical Services  
Term (month/year): Spring/Summer 2025 Salary Schedule (Range): 81  
Work Schedule (Days, Hours): Monday - Friday 8am-4:30pm

B

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

Incumbent name: Jessica Wenze Last date of employment: \_\_\_\_\_

Reason for vacancy: Leave

**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):**

See attached rationale.

**Area Vice President Initials:** SC

D

**Budget information to fund this position:**

Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_ % \$ \_\_\_\_\_

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.):

Funding information to be provided by Fiscal Services.

**Fiscal Use Only:** ☐ Funding available ☐ Funding not available | Position # \_\_\_\_\_ Contract # \_\_\_\_\_

E

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

1. Requesting Manager: Kevin Owen kevin.owen Digitally signed by kevin.owen  
Date: 2025.03.12 19:15:21 -07'00' 3/12/25
2. Division Vice President: Shannon Carter Shannon Carter Digitally signed by Shannon Carter  
Date: 2025.03.13 18:36:59 -07'00' 3/13/25
3. Applicable Human Resources Manager: \_\_\_\_\_ Stacy Manfredi Digitally signed by Stacy Manfredi  
Date: 2025.03.17 09:40:17 -07'00' \_\_\_\_\_
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: \_\_\_\_\_