

March 11, 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: Coordinator, Project/Programs FTE (%): 100%

Division: Human Resources Department: HR Investigations & ADA Accommodatic

Term (month/year): 2025 Salary Schedule (Range): 95

Work Schedule (Days, Hours): 40 hours per week (M-F; 8am - 5pm)

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: _____ Last date of employment: _____

Reason for vacancy: _____

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):

Coordinates legally mandated timely ADA interactive process meetings, presents training, conducts intake meetings, handles medical documentation, and coordinates communication between employees and managers which included sending over 2,000 letter last year. If not filled, employees rights may be violated.

Area Vice President Initials: _____

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.):

Fiscal Use Only: ☐ Funding available ☐ Funding not available | Position # _____ Contract # _____

E

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

1. Requesting Manager: Ryan Wilson *R Wilson* Ryan Wilson 2/6/2025

2. Division Vice President: *Sokhakong* 2/6/2025

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: _____