

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: Humanities and Social Sciences Department: Division Office
Term (month/year): 12 months Salary Schedule (Range): 88
Work Schedule (Days, Hours): Monday-Friday, 7:30 a.m. - 4:30 p.m.

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: Fergie Macedo Last date of employment: March 31, 2025

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.

Area Vice President Initials: KF

D

Budget information to fund this position:

Account Number: 11000-340000-211000-601000 2100 Amount: 100% % \$ 128,219

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: Karelyn Hoover 3.14.25

2. Division Vice President: Kelly Fowler

3. Applicable Human Resources Manager: Stacy Manfredi Digitally signed by Stacy Manfredi
Date: 2025.03.17 13:56:18 -0700

4. Chief Compliance/Budget Officer: _____

5. Vice President, Human Resources: Recommend to fill ☒ Yes ☐ No (see attached rationale) SS 3/28/25
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: Martha Garcia Dr. Martha Garcia April 1, 2025

EZ Salary Projection FY 2024-25 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	88
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$128,219

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 8.22.24 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)

Humanities and Social Sciences Division

