

**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: Special Project Manager

FTE (%): 100

Division: Student Services

Department: Pride

Term (month/year): 12

Salary Schedule (Range): M-9

Work Schedule (Days, Hours): Mon-Fri 8:00 am - 5:00 pm

**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: 2024-2025 Budget Source (e.g., NRA, Grant Name): SEAP

**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 attachment

**Area Vice President Initials:** MC

**D**

**Budget information to fund this position:**

Account Number: 17235-500000-215000-649000-2100

Amount: 100 % \$ 175,294

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: 7/1/2024 End date: 6/30/2025

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: Melba Castro

Melba Castro

Digitally signed by Melba Castro  
Date: 2024.07.11 17:05:56 -07'00'

7.11.24

2. Division Vice President: Melba Castro

Melba Castro

Digitally signed by Melba Castro  
Date: 2024.07.11 17:06:21 -07'00'

7.11.24

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: Dr. Martha Garcia

Martha Garcia

July 16, 2024

# MT SAN ANTONIO COLLEGE SALARY AND BENEFITS PROJECTION

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	FY 24-25 Jul-Jun (12 mos)	Funding Source
New	1.000	MN	9	1	12	Special Project Manager (Pride Center)	17235	175,294	SEAP 24/25
Estimated Ongoing Cost for Special Project Manager (Pride Center) position								\$ 175,294	

*\*Note: The salary calculations include the latest negotiated increase of 4.11% for CSEA 262, CSEA 651, and Confidential employees. It also includes Health and Welfare rates for 2023-24. It includes the updated Salary Schedule approved at the Board of Trustees meeting on March 13, 2024.*



