

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: Fiscal Technician II FTE (%): 100
Division: Administrative Services Department: Fiscal Services
Term (month/year): 12 Salary Schedule (Range): A-88
Work Schedule (Days, Hours): Mon-Fri 7:30 am to 4:30 pm

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: Evelyn Hermosillo Last date of employment: 08/14/2024

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):

See Attached *

Area Vice President Initials: hr

D

Budget information to fund this position:

Account Number: 11000-612000-211000-672000-2100 Amount: 100 % \$ 122,092

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 # CA9954 Contract # _____

E

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

1. Requesting Manager: Gabriela H Sesma Gabriela H Sesma Digitally signed by Gabriela H Sesma
Date: 2024.08.08 15:50:28 -0700 08/08/2024
2. Division Vice President: hr Morris Rodrigue 8/15/24
3. Applicable Human Resources Manager: _____
4. Chief Compliance/Budget Officer: _____
5. Vice President, Human Resources: Recommend to fill ☒ Yes ☐ No (see attached rationale) gokhabing 8/16/24
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 Martha Garcia August 27, 2024

Accounting Organization Chart

		Gabriela Sesma					
		Director Of Accounting					
		Roshawn Ruiz					
		Fiscal Analyst					
		Vacant					
		Coordinator, Cashiers Office					
Fernando Martinez Madrigal					Graciela Espinoza		
Fiscal Specialist					Fiscal Specialist		
Lia Mason	Vacant	Jenny Tjandra		Cathy Flores	Samantha Chan	Linda Tackett	
Fiscal Tech II	Fiscal Tech II	Fiscal Tech II		Fiscal Tech II	Fiscal Tech II	Fiscal Tech II	
Lisa Marie Hanlon		Matthew Gazdag			Vacant		
Fiscal Tech I		Fiscal Tech I			Fiscal Tech I		

EZ Salary Projection FY 2023-24 (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)	\$121,814
NOTE: 24-25 projection is \$122,092 (revised 24-25 EZ Salary Calculator will be published on Fiscal Services website next week)	

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 4.23.24 (included 4.11% in CSEA 262, CSEA 651, Confidential, and Management)