

January 3, 2026

### MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

**(Instructions for completing this form begin on page 2)**

This position is on the original Priority request list but has not been assigned a phase at this time.

Classified     Confidential     Administrative

Temp Special Projects Administrator (see [AP 7135](#))     Out-of-Class Assignment

**A** **Position:** Lab Tech, Child Development Observation    **FTE (%):** 100

**Division:** Business    **Department:** Child Development

**Term (month/year):** Fall 2025    **Salary Schedule (Range):** 79

**Work Schedule (Days, Hours):** M-F 8-4:30

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

Incumbent name: Amber Purnell    Last date of employment: 8/22/25

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 memo. We are requesting approval to hire a permanent Lead Lab Technician to fill this vacancy due to a resignation. This position is critical for students in Child Development classes to complete required observations in the Child Development Center.

**Area Vice President Initials:** \_\_\_\_\_

**D** **Budget information to fund this position:**

Account Number: 11000-336050-211000-130500-2100    Amount: 100%    \$ 120,415

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:** Michelle Sampat    Michelle Sampat    10/06/25

2. **Division Vice President:** Kelly Fowler    Kelly M. Fowler    \_\_\_\_\_

3. **Applicable Human Resources Manager:** \_\_\_\_\_    Stacy Manfredi TDH    1/28/2026

4. **Chief Compliance/Budget Officer:** \_\_\_\_\_

5. **Vice President, Human Resources:** Recommend to fill  Yes  No (see attached rationale)    \_\_\_\_\_    \_\_\_\_\_

**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

**EZ Salary Projection FY 2025-26  
(50% or more FTE)  
Vacancy Status**

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	79
Enter months of employment	12
Enter FTE percentage	100.00%
<b>Total Annual Cost (Salary and Benefits)</b>	<b>\$120,415</b>

*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 07.15.25 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)

# Business Division

