

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

Position on the Hiring Prioritization List_ 21726-CN Version

A Position: Manager, Contracts FTE (%): 1.0 Division: Administrative Services Department: Purchasing, Printing, & Mail Services Term (month/year): 12 Salary Schedule (Range): M9 Work Schedule (Days, Hours): Mon-Fri, 8 hrs/day with additional hrs as needed

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: 25-26 Budget Source (e.g., NRA, Grant Name): Unrestricted General Fund 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): This position will provide centralized contract management oversight to ensure regulatory compliance and mitigate legal and financial risk associated with the College's expanding contract activity. Area Vice President Initials: JD

D Budget information to fund this position: Account Number: 11000-640000-215000-677000-2100 Amount: 100 % \$ 194,512 Fund (check all that apply): General Fund Unrestricted Restricted Funds Categorical Grant Temporary 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: Joe Dominguez 2/12/26 2. Division Vice President: Joe Dominguez 2/12/26 3. Applicable Human Resources Manager: Stacy Manfredi TDH 2/25/26 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

6. President/CEO: Martha Garcia Dr. Martha Garcia 3/3/26

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

FTE equal or higher than 50%	
Description	Input
Select employee group	CM
Enter salary range	9
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$194,512

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 11.17.25 (included 3.00% in CSEA 262, CSEA 651)

MT. SAN ANTONIO COLLEGE
Purchasing
2025-26

