

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

(Instructions for completing this form begin on page 2)

Position on the Hiring Prioritization List\_ 21726-CN Version

- Classified Confidential Administrative Temp Special Projects Administrator (see AP 7135) Out-of-Class Assignment

A Position: Manager, Finance, Bond and Capital Programs FTE (%): 1.0 Division: Administrative Services Department: Administrative 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: Valerie Arenas Last date of employment: 01/09/2026 Reason for vacancy: resignation Newly or Previously Budgeted Position - Never Filled Fiscal Year Budget Approved: 25-26 Budget Source (e.g., NRA, Grant Name): Restricted Bond/UGF 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 dedicated fiscal leadership, oversight, and accountability for Mt. San Antonio College's voter-approved bond programs... Area Vice President Initials: JD

D Budget information to fund this position: Account Number: 11000-771000-215000-710000-2100 Amount: 20 % \$ 44,587 Account Number: 60001-771000-215000-710000-2100 Amount: 80 % \$ 178,348 Fund (check all that apply): [X] General Fund Unrestricted [ ] Restricted Funds [ ] Categorical [ ] Grant [ ] Temporary [X] 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: Joe Dominguez [Signature] 2/12/26 2. Division Vice President: Joe Dominguez [Signature] 2/12/26 3. Applicable Human Resources Manager: Stacy Manfredi TDH 2/24/26 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: 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	12
Enter months of employment	12
Enter FTE percentage	100.00%
<b>Total Annual Cost (Salary and Benefits)</b>	<b>\$222,935</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 11.17.25 (included 3.00% in CSEA 262, CSEA 651)

# MT. SAN ANTONIO COLLEGE Administrative Services Team 2026-2027

