

April 7, 2026

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

Position Listed on "Hiring Prioritization List_21726-CN Version" but Division did not issue ranking.

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

A

Position: Coordinator, Project/Program **FTE (%):** 100
Division: Student Services **Department:** TRIO - Upward Bound
Term (month/year): April 1, 2026 - August 31, **Salary Schedule (Range):** A-95
Work Schedule (Days, Hours): Monday-Friday 8:30 - 5:00; Saturdays and even

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: Marlene Espina Last date of employment: August 31, 2025

Reason for vacancy: Separated

Newly or Previously Budgeted Position - Never Filled

Fiscal Year Budget Approved: 2025-2026 Budget Source (e.g., NRA, Grant Name): TRIO/UB Grant

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

Note: The hiring manager agreed to use TRIO funding for this out of class request.

Area Vice President Initials: MC

D

Budget information to fund this position:

Account Number: _____ Amount: _____ % \$ _____

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:** Lina Soto Lina Soto Digitally signed by Lina Soto
Date: 2026.04.02 10:01:09 -07'00' 04/02/2026

2. **Division Vice President:** Melba Castro Melba Castro Digitally signed by Melba Castro
Date: 2026.04.02 12:25:46 -07'00' 4/2/2026

3. **Applicable Human Resources Manager:** _____ Stacy Manfredi Digitally signed by Stacy Manfredi
Date: 2026.04.02 15:23:23 -07'00' TDH

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:** _____

