

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

(Instructions for completing this form begin on page 2)

PC Approved 4/7/26

☒ Classified ☐ Confidential ☐ Administrative

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

A

Position: Administrative Specialist IV FTE (%): 100%
Division: Humanities & Social Sciences Department: _____
Term (month/year): 12 months Salary Schedule (Range): Range 88
Work Schedule (Days, Hours): M-F, 7:30am - 4:30pm

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: Carole Stevens Last date of employment: 10.17.25

Reason for vacancy: Retirement

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

Area Vice President Initials: KF

D

Budget information to fund this position:

Account Number: 1000-340000-211000-601000-2100 Amount: _____ % \$ \$129,624

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.

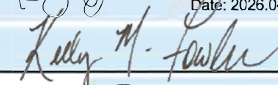
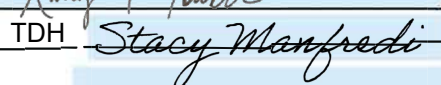
Duration (grant/temporary funded): Beginning date: _____ End date: _____

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 # _____

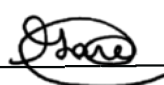
E

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

1. Requesting Manager: Dr. Karelyn Hoover  Digitally signed by Karelyn Hoover
Date: 2026.04.07 14:07:13 -07'00' 04/07/2026
2. Division Vice President: Dr. Kelly Fowler  4/7/26
3. Applicable Human Resources Manager: _____ TDH  4/28/26
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 5/5/2026

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	88
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$129,624

For Salary Ranges, please refer to the Human Resources

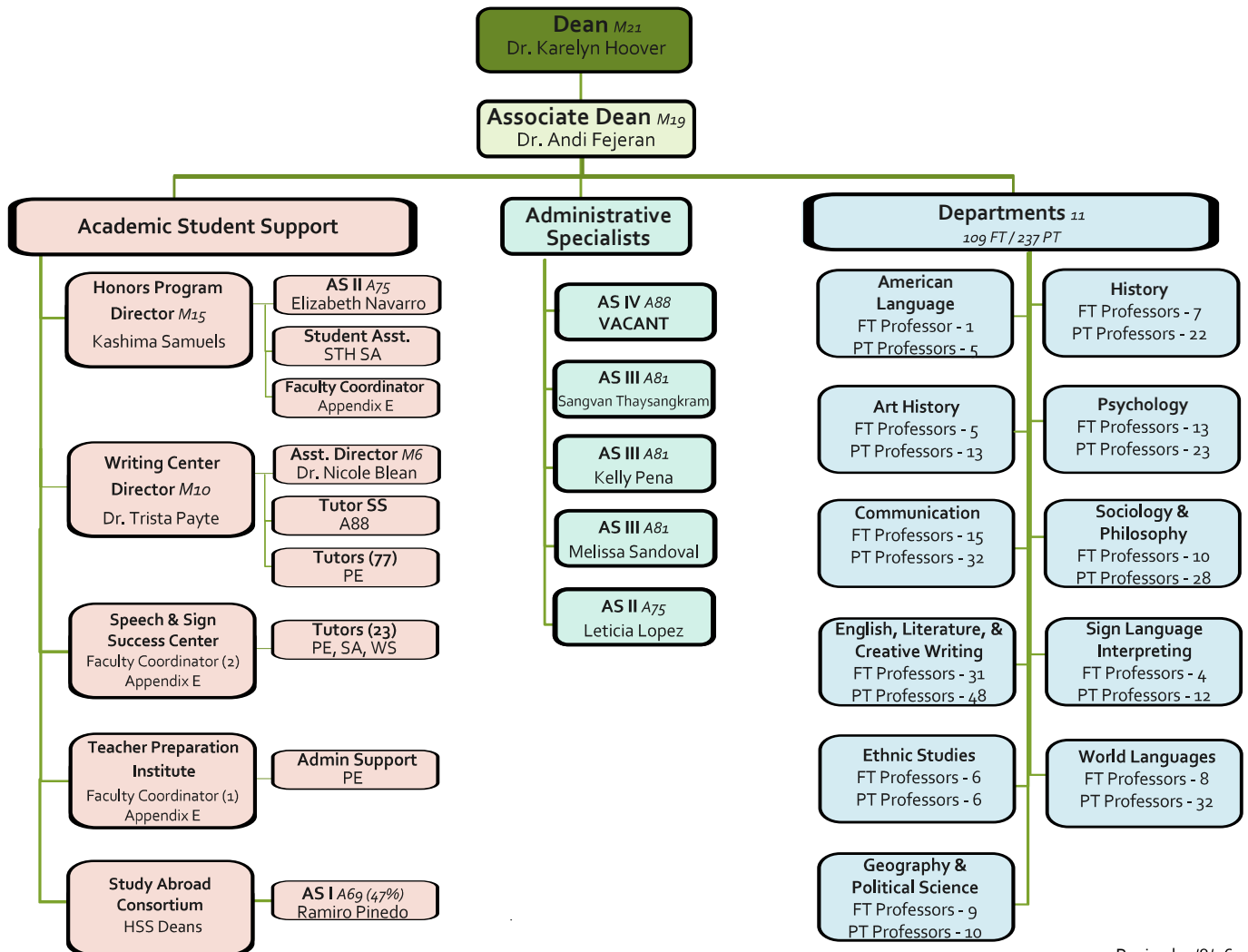
Website/Salary Schedules:

<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)

Humanities and Social Sciences Division 25-26



Revised: 1/8/26