

July 1, 2025

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

A Position: Administrative Specialist IV FTE (%): 100
Division: Humanities & Social Sciences Department: _____
Term (month/year): 12 month 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: _____
Reason for vacancy: _____
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

Area Vice President Initials: KF

D Budget information to fund this position:
Account Number: 11000-340000-21000-601000 Amount: 100 % \$ _____
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: Karelyn Hoover Karelyn Hoover, EdD Digitally signed by Karelyn Hoover, EdD Date: 2025.06.12 09:01:43 -07'00' 06/12/2025
2. Division Vice President: Kelly Fowler Kelly Fowler, Ph.D. Digitally signed by Kelly Fowler, Ph.D. Date: 2025.06.12 09:02:48 -07'00' 06/12/2025
3. Applicable Human Resources Manager: Stacy Manfredi Digitally signed by Stacy Manfredi Date: 2025.06.26 15:28:16 -07'00' 06/26/25
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: _____

Humanities and Social Sciences Division

