

### 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

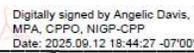
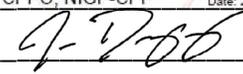
**A** Position: Lead Mail Room Operator FTE (%): 100%  
 Division: Administrative Services Department: Mail Services  
 Term (month/year): Effective 10/1/25 Salary Schedule (Range): A-72  
 Work Schedule (Days, Hours): Mon-Fri, 8:00am - 4:30pm

**B** **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**  
 Incumbent name: Clarence Tagaro Last date of employment: \_\_\_\_\_  
 Reason for vacancy: Approved Leave  
**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):**  
 An out-of-class position of Lead Mail Operator is necessary to the ongoing absence of the Lead Mail Services Operator, and impending retirement. This change will allow the position to be filled on a temporary basis while the permanent recruitment is underway. Without this backfill to provide continuity, mail services on campus will be disrupted.  
**Area Vice President Initials:** JD

**D** **Budget information to fund this position:**  
 Account Number: 11000-641000-211000-677000-2100 Amount: 100 % \$ 136,185  
 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 # CA9726 Contract # 213291

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

1. Requesting Manager:	<u>Angelic Davis</u>	Angelic Davis, MPA, CPPO, NIGP-CPP		<u>9/12/25</u>
2. Division Vice President:	<u>Joe Dominguez</u>			<u>9/19/25</u>
3. Applicable Human Resources Manager:	<u>Rosa Royce</u>			
4. Chief Compliance/Budget Officer:	<u>Rosa Royce</u>			<u>09/19/25</u>
5. Vice President, Human Resources:	Recommend to fill <input type="checkbox"/> Yes <input type="checkbox"/> 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: \_\_\_\_\_