

September 2, 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: ECD Specialist I **FTE (%):** 100
Division: Business **Department:** Child Development Center
Term (month/year): 12 **Salary Schedule (Range):** 79
Work Schedule (Days, Hours): Monday - Friday 8:30 am - 5:00 pm

B**Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**

Incumbent name: Monique Cuellar Last date of employment: 8/31/2023

Reason for vacancy: Resigned/ [REDACTED]

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):**

The Child Development Center is seeking to fill a vacant position, due to resignation in 2023. The CDC needs to fill the position to meet state required teacher/child ratios on an ongoing basis, without relying solely on temporary staff for that purpose. This individual would also serve in a "journeyman" capacity for apprentices, complete all required child assessments and implement a quality early childhood education

Area Vice President Initials: KF

D**Budget information to fund this position:**

Account Number: 33520-336080-6892000-2100 Amount: 80 % \$ 89,775 ~~95,198.40~~

Account Number: 33500-336080-6892000-2100 Amount: 20 % \$ 22,444 ~~23,799.60~~

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 # CA9787 Contract # 223115

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

- 1. Requesting Manager:** Tamika Addison Tamika Addison Digitally signed by Tamika Addison
Date: 2025.07.30 12:56:43 -07'00' 7/30/2025
- 2. Division Vice President:** Kelly Fowler, Ph.D. Kelly Fowler, Ph.D. Digitally signed by Kelly Fowler, Ph.D.
Date: 2025.08.04 14:20:03 -07'00' 8/4/2025
- 3. Applicable Human Resources Manager:** *Tika Davis-Harris* 8/22/2025
- 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:

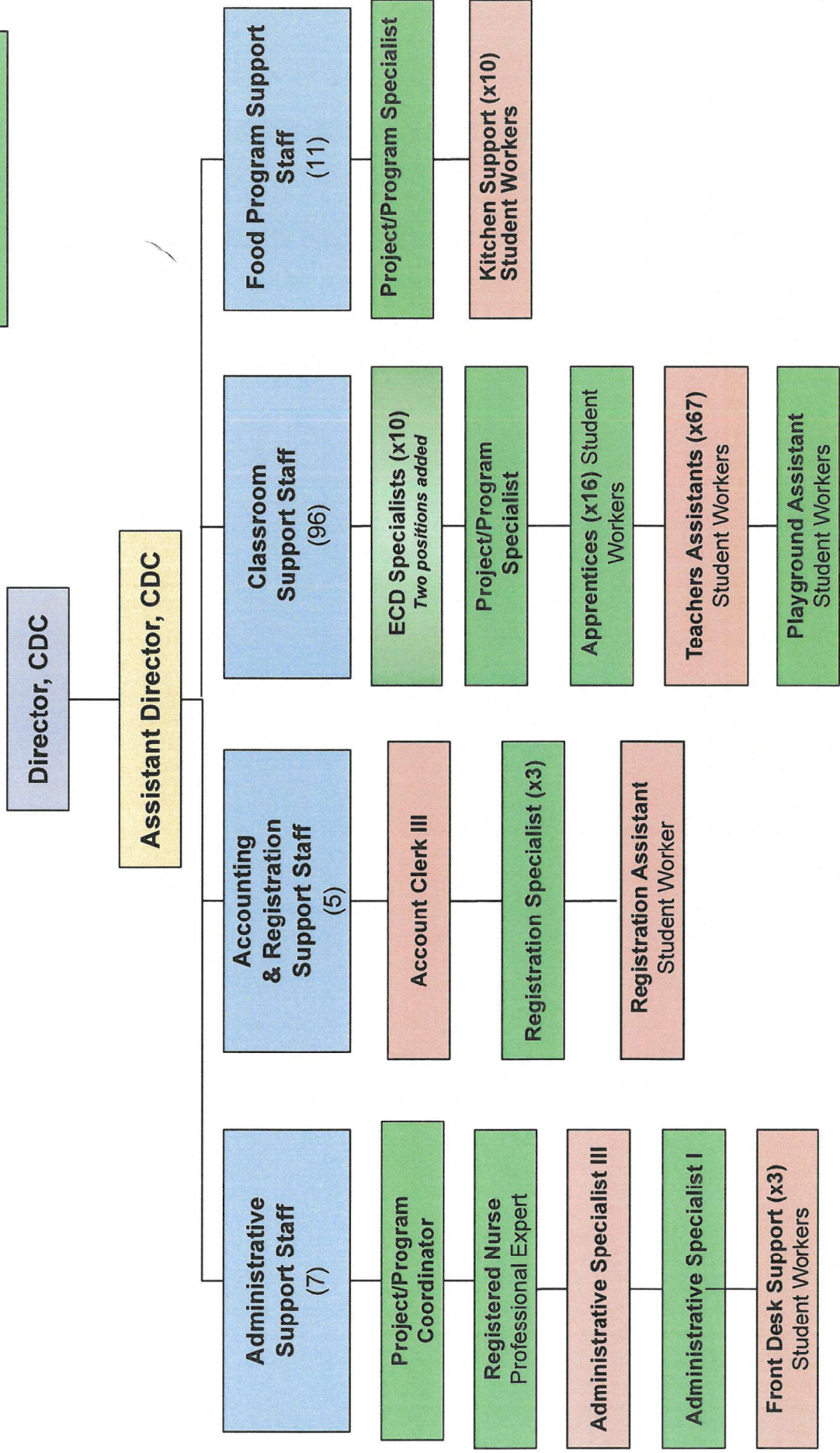
☐ Approved to fill immediately ☐ Approved to fill (enter date) _____ ☐ Denied

6. President/CEO: _____

VACANT BUDGET IN PLACE FUNDED WITH RESTRICTED FUNDS. PENDING HIRING PRIOTIZATION. FS.

Mt. San Antonio College
Child Development Center
Organizational Chart

Note: Positions added
 since 2016 in green boxes



EZ Salary Projection FY 2024-25 (50% or more FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	79
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$118,998

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 8.22.24 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)