

APPROVED

President's Cabinet

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: Irrigation Specialist FTE (%): 100
Division: Administrative Services Department: Grounds
Term (month/year): 6 months Salary Schedule (Range): 47
Work Schedule (Days, Hours): Mon- Fri, 4:30am-1:00pm

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
Incumbent name: Manuel Marquez (CB9947) Last date of employment: 12-30-24
Reason for vacancy: Retirement Budget for this position CB9947 has been used to fund an out-of-class assignment CB9947-CBT985 (Ignacio Flores) for July to August 2025.
Newly or Previously Budgeted Position - Never Filled
Fiscal Year Budget Approved: 2025 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):**
see attached

Area Vice President Initials: JD

D **Budget information to fund this position:**
Account Number: 11000-622200-212000-655000 Amount: 100 % \$ 54,780
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.):
THE USE OF THE FUNDS OF THIS VACANT POSITION IS PENDING HIRING PRIORITIZATION.FS.
Fiscal Use Only: ☒ Funding available ☐ Funding not available | Position # CBT985 Contract # 215129

E **Signatures - print/sign/date (to be completed in numerical order):**
1. Requesting Manager: Ruben Flores Ruben Flores Digitally signed by Ruben Flores
Date: 2025.08.04 13:36:38 -07'00'
2. Division Vice President: Joe Dominguez Joe Dominguez 8/21/25
3. Applicable Human Resources Manager: 8/21/25
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: _____

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	47
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$92,153

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)

MT. SAN ANTONIO COLLEGE
Facilities, Maintenance & Operations
GROUNDS
2025-2026

