

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: Lab Tech, Child Development Observation **FTE (%):** 100
Division: Business **Department:** Child Development
Term (month/year): Fall 2025 **Salary Schedule (Range):** 79
Work Schedule (Days, Hours): M-F 8-4:30

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

Incumbent name: Amber Purnell **Last date of employment:** 8/22/25
Reason for vacancy: Resignation Permanent position # CA9230

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. We are requesting approval to hire a sub to fill this vacancy. This position is critical for students in Child Development classes to complete required observations in the Child Development Center.

Area Vice President Initials: KF

D**Budget information to fund this position:** This is only for the additional cost of this out-of-class position. The full cost is in the salary projection page 12.

Account Number: 11000-336050-211000-130500-2100 **Amount:** 100 % \$ 47.099

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.):

CA9230 budget FY25-26: 11000-336050-211000-130500-2100: use vacancy savings

CA9404 budget FY25-26: 11000-336050-221000-130500-2200: use current budget

Fiscal Use Only: ☒ Funding available ☐ Funding not available | **Position #** CAT863 **Contract #** 253147

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

1. **Requesting Manager:** Michelle Sampat Michelle Sampat Digitally signed by Michelle Sampat
Date: 2025.08.14 16:44:53 -07'00'
2. **Division Vice President:** Kelly M. Fowler Kelly Fowler, VPI 8/14/25
3. **Applicable Human Resources Manager:** Jika Davis-Harris 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

FUNDING IS WILL BE COMING FROM A THE POSITION THAT JUST BECOME VACANT; THEREFORE, IS PENDING HIRING PRIORITAZATION.FS.

6. **President/CEO:** _____

**MT SAN ANTONIO COLLEGE
SALARY AND BENEFITS PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	TITLE	NAME	FY 25-26 Sept-Feb (6 mos)	Funding Source
Budget of Original Position						

CA9404	0.475	UA	45	Lab Asst, Child Development Observation	Miller, Cheri	15,639	(A)	UGF
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Proposed Budget to Increase from Range A-45 to A-79
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CATxxx	1.000	UA	79	Lab Tech, Child Development Observation	Miller, Cheri	62,738	(B)	Proposed Cost
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Estimated One-Time Additional Cost of the out-of-class position	\$(47,099)	(A)-(B)	
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**Using Vacancy
savings of
CA9230**

Assumptions:

- 1 The salary calculations include the negotiated increase of 8.22% and 1.07% for CSEA 262 employees.
- 2 It also includes Health and Welfare rates for 2025-26.
- 3 Position CA9230 is not currently Vacant. This projection is prepared with the assumption that position CA9230 is Vacant and funding will be to use the Vacancy savings of position CA9230 for the additional cost of this out-of-class position.

Business Division

