

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 III FTE (%): 100
 Division: Technical Services Department: Event Services
 Term (month/year): Effective 10/1/25 Salary Schedule (Range): A-81
 Work Schedule (Days, Hours): M-F, 8:00 AM - 4:30 PM

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
 Incumbent name: Jessica Wenze Last date of employment: August 8, 2025
 Reason for vacancy: Resignation
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):**
 See attached rationale.
Area Vice President Initials: _____

D **Budget information to fund this position:**
 Account Number: 11000-670000-211000-683000-2100 Amount: 50 % \$ 72,276
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 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: N/A End date: N/A
 Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.):
N/A
Fiscal Use Only: Funding available Funding not available | Position # CA9543 Contract # 213146

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

1. Requesting Manager: Kevin Owen Kevin Owen Digitally signed by Kevin Owen Date: 2025.09.18 14:53:41 -07'00' 9/18/25

2. Division Vice President: _____ J. Dom Digitally signed by Joe Dominguez Date: 2025.09.19 14:37:30 -07'00' _____

3. Applicable Human Resources Manager: _____

4. Chief Compliance/Budget Officer: Rosa Royce _____ 09/19/25

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: _____

September 2025

