

APPROVED

President's Cabinet

September 2, 2025

**MT. SAN ANTONIO COLLEGE
EMPLOYEE CHANGE OF STATUS**Employee Name: Paul RamosBANNER ID: A01433644Effective Date of: *Updated to 7/1/2025

*Effective End Date: _____

Change:

☒ Classified ☐ Confidential ☐ Faculty ☐ Manager

TYPE OF ACTION(S)	FROM	TO
☒ PERMANENT CHANGE(S) ☐ Account Number ☐ Departmental Change ☒ Hours ☐ Months ☐ Promotion ☐ Reclassification ☐ Shift Change ☐ Add Shift Differential ☐ Remove Shift Differential ☐ Other ☐ SEPARATION ☐ Dismissal ☐ End of Assignment ☐ Lay Off ☐ Release from Probation ☐ Resignation ☐ Retirement ☐ 39 Month ☐ Other ☐ TEMPORARY CHANGE(S) ☐ Additional Assignment (P/T Classified Employees) ☐ Administrative Leave ☐ Paid ☐ Unpaid ☐ Change of hours/months ☐ Percentage of Full-Time ☐ Increase from _____ to _____ ☐ Decrease from _____ to _____ ☐ Substitute/Interim (Out-of-Class) ☐ Other	Job Title: <u>Community Services Officer</u> Department: <u>Police & Campus Safety</u> <u>211000</u> Account No: <u>17631 631000 21000 695000 -2100</u> Percentage: <u>100 % Parking</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>32</u> Number of Months: <u>12</u> Days of Week: <u>Monday - Thursday</u> Shift Hours: <u>12:00 pm - 8:30 pm</u> BUDGET USE ONLY Position No.: <u>CA9764</u> Contract No.: <u>213296</u> HUMAN RESOURCES USE ONLY Range, Step: _____ Longevity: _____ Differential: _____ Job FTE: _____ Pay Rate: \$ _____ EXPLANATION OF CHANGE (attach additional documentation if necessary): Increase hours to full-time. 9/80 work week with every other Friday off. Increase FTE from 0.800 to 1.000 Current shift differential : 3% - no adjustment THE FIRST SIX MONTHS WILL BE FUNDED WITH THE VP DISCRETIONARY UNRESTRICTED FUNDS WHILE THE HIRING PRIORITIZATION IS COMPLETED. FS.	Job Title: <u>Community Services Officer</u> Department: <u>Police & Campus Safety</u> <u>211000</u> Account No: <u>17631 631000 21000 695000 -2100</u> Percentage: <u>80% 100 % Parking</u> Account No: <u>11000-631000-211000-695000-2100 20%</u> Percentage: _____ Total Hours/Week: <u>40</u> Number of Months: <u>12</u> Days of Week: <u>Monday - Friday</u> Shift Hours: <u>12:00 pm - 9:30 pm</u> BUDGET USE ONLY Position No.: <u>CA9764</u> Contract No.: <u>213296</u> HUMAN RESOURCES USE ONLY Range, Step: _____ Longevity: _____ Differential: _____ Job FTE: _____ Pay Rate: \$ _____

Kelli Florman

Manager (Print name and sign)

5-21-25

Date

HR Technician Signature

Date

[Signature]

VP of assigned Division Signature

5/23/25

Date

VP, Human Resources Signature

Date

Received by Fiscal Services 7/17/2025

Chief Compliance & Budget Officer Signature

Date

President/CEO Signature

Date

SEND ORIGINAL TO HUMAN RESOURCES**Temporary Assignments MUST have a projected end date (no greater than the end of the fiscal year).**A new form must be submitted to Human Resources every fiscal year and MUST be Board Approved PRIOR to changing the employee's status.**Employee should not work in requested assignment until after Board Approval.***HUMAN RESOURCES USE ONLY**

Board Date

☐ Denied
☐ Approved☐ Banner
☐ Payroll☐ Benefits
☐ PPASKIL☐ PPAGENL
☐ PPACERT****Reviewed by President's Cabinet on:** _____

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

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	NAME	FUND	FY 25-26 Jul-Jun	FY 26-27 Jul-Jun		Funding Source/Comments
Budget of Original Position												
CA9764	0.800	UA	75	6	12	Community Services Officer	Ramos, Paul	17631	107,079	107,079	(A)	<i>Parking</i>
Proposed Budget to Increase FTE from 0.800 to 1.000												
CA9764	1.000	UA	75	6	12	Community Services Officer	Ramos, Paul	17631	133,848	133,848	(B)	<i>Proposed Cost</i>
Estimated One-Time Additional Cost to Increase FTE from 0.800 to 1.000									\$(26,769)		(A)-(B)	<i>The first 6 Months will be funded with the funds from the VP Discretionary Unrestricted Funds while the Hiring Prioritization is completed. The plan is to continue funding 20% from the Unrestricted Fund</i>
Estimated Ongoing Additional Cost to Increase FTE from 0.800 to 1.000									\$ (26,769)		(B)-(A)	<i>Unknown Funding</i>

Assumptions: The salary calculations include the negotiated increase of 8.22% and 1.07% for CSEA 262 employees. It also includes Health and Welfare rates for 2025-26.