

MT. SAN ANTONIO COLLEGE
EMPLOYEE CHANGE OF STATUS

Employee Name: Dena Juarez

BANNER ID: [REDACTED]

Effective Date of: 07/01/2025

\*Effective End Date:

Change: [X] Classified [ ] Confidential [ ] Faculty [ ] Manager

Form with columns TYPE OF ACTION(S), FROM, and TO. Includes checkboxes for PERMANENT CHANGE(S), SEPARATION, and TEMPORARY CHANGE(S). Contains fields for Job Title, Department, Account No, Percentage, Total Hours/Week, Number of Months, Days of Week, Shift Hours, Position No., Contract No., Range, Step, Longevity, Differential, Job FTE, and Pay Rate. Includes an EXPLANATION OF CHANGE section.

Bailey, Denise Digitally signed by Bailey, Denise Date: 2025.04.01 14:31:20 -07'00'

Manager (Print name and sign) Date 4/1/25

HR Technician Signature Date

Kelly Fowler, Ph.D. Digitally signed by Kelly Fowler, Ph.D. Date: 2025.09.11 08:29:38 -07'00'

VP of assigned Division Signature Date 09/19/25

VP, Human Resources Signature Date

[Signature] 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 [ ] Banner [ ] Benefits [ ] PPAGENL [ ] Approved [ ] Payroll [ ] PPASKIL [ ] PPACERT

\*\*Reviewed by President's Cabinet on:

June 24, 2025

### MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

**(Instructions for completing this form begin on page 2)**

Question	Banner	Banner
25-26	<input checked="" type="checkbox"/> NBAJOBS	<input type="checkbox"/> PHAREDS
26-27	<input type="checkbox"/> NBAPOSN	<input type="checkbox"/> B/T

Classified     Confidential     Administrative

Temp Special Projects Administrator (see [AP 7135](#))     Out-of-Class Assignment

**A** Position: Administrative Specialist III FTE (%): 100  
 Division: Natural Sciences Department: Natural Sciences Division  
 Term (month/year): 12 Salary Schedule (Range): 81  
 Work Schedule (Days, Hours): M - F 7:30am - 4:00pm

**B** **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**  
 Incumbent name: Dena Juarez Last date of employment: N/A  
 Reason for vacancy: converting 11 to 12 month  
**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):**  
 This Admin Specialist III was hired as 11 month with 1 month off in the summer. With July 1 being the start of the fiscal year, the time off has been problematic with budget and requisitions. The change in the scheduling and registration timelines also has the entering of Winter classes starting July 1 and Spring classes starting August 15, and additions and cancellations as needed leading up to the start of the Fall  
**Area Vice President Initials:** KF

**D** **Budget information to fund this position:**  
 Account Number: 11000-311510-211000-010900-2100 Amount: 100 % \$ ~~145,134~~ 154,786  
 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.):  
Converting 11-month to 12-month. Funding coming from 11000-301010-231000-601000-2100.  
**Fiscal Use Only:**  Funding available  Funding not available | Position # CA9941 Contract # 213146

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

1. Requesting Manager: Denise Bailey Bailey, Denise Digitally signed by Bailey, Denise Date: 2025.05.30 15:05:59 -07'00' 5/30/25
2. Division Vice President: Kelly Fowler Kelly Fowler Digitally signed by Kelly Fowler Date: 2025.06.11 14:35:19 -07'00' 6/11/25
3. Applicable Human Resources Manager: \_\_\_\_\_ TDH Stacy Manfredi Digitally signed by Stacy Manfredi Date: 2025.06.17 15:19:45 -07'00' \_\_\_\_\_
4. Chief Compliance/Budget Officer: \_\_\_\_\_ Bob Royce 07/08/25
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: \_\_\_\_\_

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

POSITION NUMBER	FTE	SCH RANGE STEP	TOTAL MONTHS	TITLE	NAME	FY 25-26 Jul-Jun (12 mos)	Funding Source / Comments
<b>Budget of Original Position</b>							

CA9941	1.000	UA	81	6	<b>11</b>	Administrative Specialist III	Juarez, Dena	144,258	(A)	<b>UGF</b>
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<b>Proposed Budget to Change from 11 to 12 months</b>										
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CA9941	1.000	UA	81	6	<b>12</b>	Administrative Specialist III	Juarez, Dena	154,786	(B)	<b>UGF</b>
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<b>Estimated Ongoing Additional Cost to change from 11 to 12 months</b>								<b>\$ (10,528)</b>	(A)-(B)	<i>Proposed Funding:</i> 11000-301010-231000- 601000-2100 <b>Short-Term, Nonacad Salaries</b>
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*Assumptions: The salary calculations include the negotiated increase of 1.07% for CSEA262 employees. It also includes Health and Welfare rates for 2025-26.*