

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

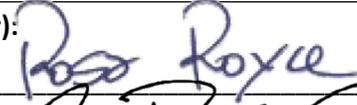
A Position: _____ FTE (%): _____
 Division: _____ Department: _____
 Term (month/year): 05/10/2026 Salary Schedule (Range): _____
 Work Schedule (Days, Hours): _____

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
 Incumbent name: _____ Last date of employment: _____
 Reason for vacancy: ___ Promotion Budget Restructure and used is CA9343 Coor. Cashier Office with additional budget provided by the Fiscal department. G. Sesma hold the previous Cashier's office Position.
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):**
 Funded from Position CA9343 plus additional budget from Fiscal Services. This budget was restructured to fund the Fiscal Services Analyst position. Position is included in thr hiring prioritization List Phase One.
Area Vice President Initials: JD

D **Budget information to fund this position:**
 Account Number: __ 11000-610000-21100- 672000-2100 Amount: __ 5.04 __ % \$ __ 10,498
 Account Number: __ 11000-980000-21100-672000-2100 Amount: __ 94.96% \$ __ 197,800
 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.):
 This is to request OOC first extension for Emma Valenzuela as Fiscal Services Analyst that is ending 12/09/25
Fiscal Use Only: Funding available Funding not available | Position # __CAT871__ Contract # __213305__

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

1. Requesting Manager: __ Rosa Royce  _____
 2. Division Vice President: __ Joe Dominguez  _____ 11/18/2025
 3. Applicable Human Resources Manager: _____
 4. Chief Compliance/Budget Officer: _____
 5. Vice President, Human Resources: Recommend to fill Y es 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	TITLE	NAME	FUND	ACCOUNT PERCENT	FY 25-26 Jul-Jun (12 mos)
CA9343	1.000	UA	120	4	Fiscal Services Analyst	Valenzuela, Emma	11000	94.96%	197,800
CA9343	1.000	UA	120	4	Fiscal Services Analyst	Valenzuela, Emma	11000	5.04%	10,498
								Total	208,298