

**MT. SAN ANTONIO COLLEGE****Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****\*\*This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Senior Facilities PlannerDepartment: Facilities - Design and ConstructionTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday, 8:00am - 5:00pmSalary Schedule (Range): M-15 (\$11,373.00 - 12,573.00)Background and Rationale (use back of form if additional space is needed): On December 22, 2021, Mika Klein suddenly and unexpectedly passed away.A replacement is needed to support the Facilities Planning Team with current and upcoming projects.☒ Continued Funded Position (ex. Vacancy)Former Employee (if applicable): Mika KleinLast day of employment: December 2021Reason for vacancy: Death(Attach **Existing** Job Description)☐ Newly Funded Position Fiscal Year \_\_\_\_\_☐ No Existing Job Description  
(Attach Draft of **New** Job Description)☐ Classified☐ Confidential☒ Supervisory☒ Administrative**\*\*For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator  
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: Measure GO Bond FundsPlease list any changes in the budgeted position as described above (i.e., title, time, term, etc.). None This position is changing from Sr. Manager Construction Project at range M17 to Sr. Facilities Planner at range M15.Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 49002 - 771000-215000-710000 -2100100 % Amount \$ 206,539.00

Account Number(s): \_\_\_\_\_

\_\_\_\_\_ % Amount \$ \_\_\_\_\_

Funding: (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 (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: Annual renewal of position with Measure GO Bond Funded Positions**Signatures:**

1. Requesting Manager Signature

Date

2/28/22

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

03.02.2022

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

03/17/2022☒ Funding available ☐ Funding not available Position Number: MC9950 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately☐ Denied☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO

March 29, 2022  
Date

**MT SAN ANTONIO COLLEGE**

**FY 2021-22 SALARY PROJECTION**

| POSITION<br>NUMBER | FTE | SCH<br>RANGE | STEP | TTL<br>MTHS | NAME | FUND | ACCOUNT<br>PERCENT | TOTAL<br>SALARY | TOTAL<br>BENEFITS | TOTAL<br>SALARY<br>& BENEFITS | FUNDING/COMMENTS |
|--------------------|-----|--------------|------|-------------|------|------|--------------------|-----------------|-------------------|-------------------------------|------------------|
|--------------------|-----|--------------|------|-------------|------|------|--------------------|-----------------|-------------------|-------------------------------|------------------|

|        |       |    |           |   |    |                           |       |         |         |        |         |  |
|--------|-------|----|-----------|---|----|---------------------------|-------|---------|---------|--------|---------|--|
| MC9950 | 1.000 | MN | <b>15</b> | 3 | 12 | Senior Facilities Planner | 49001 | 100.00% | 143,320 | 63,219 | 206,539 | <b>Bond Projects-Elec2018-Series<br/>2019A</b> |
|--------|-------|----|-----------|---|----|---------------------------|-------|---------|---------|--------|---------|--|

## **SENIOR FACILITIES PLANNER**

### **DEFINITION**

Under the direction of the Director-Facilities Planning & Management, plan, organize, control and direct operations and activities involved in the development and maintenance of district-wide facilities master plans, environmental impact reports, precinct master plans, area master plans, conceptual site and building plans for major and minor capital outlay projects, and architectural programming, conceptual scope, schedule and budget plans for individual projects; oversee the development and maintenance of utility and infrastructure master plans; Direct the efforts of architects, interior designers and specialty consultants; lead planning meetings to ensure that facilities planning efforts are correctly and effectively integrated with other campus wide planning efforts; Develop and maintain campus design standards for architectural elements, furniture, fixtures and equipment, mechanical, electrical and plumbing, and other building and site related standards; develop policies and procedures to ensure that the highest standards of quality are maintained in planning and construction documents, Ensure effective communication within the planning team and with campus constituent groups and leadership, participate in the Facilities Advisory Committee meetings, and chair meetings in the absence of the Director, Oversee compliance with the National Pollution Discharge Elimination System, and California Environmental Quality Act; monitor and document mitigation measures identified in environmental impact reports; Maintain record documents related to all campus construction, and manage the facilities plan room.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Oversee the development, preparation, distribution and approval of facilities master plans, utility and infrastructure master plans, precinct master plans, area master plans, five year construction plans, the campus wide space inventory, initial project proposals, and final project proposals, and other capital outlay documents and reports required by the California Community College Chancellors Office.
- Oversee the architectural programming process for new major capital projects. Monitor compliance with State space utilization standards and industry standards and trends in higher education architecture, and alignment with building user needs.
- Prepare planning scenarios for major capital projects using the California Community Colleges FUSION software.
- Ensure that facilities planning efforts are effectively integrated with other campus wide planning efforts. Represent facilities planning and management on planning teams related to the district strategic plan, academic and/or educational master plans, technology master plans, and other targeted planning efforts.
- Evaluate facilities resource requests submitted by campus groups, and prepare initial feasibility and cost studies for review by campus committees. Interact with various campus groups and conduct project planning meetings to determine the necessary scope of work and preliminary budget and schedule for minor capital, alteration, infrastructure, and other projects. Prepare written reports and preliminary planning documents that clearly identify the initial scope of work and design intent for assigned campus projects. Communicate effectively with project users and interested groups to ensure that expectations are clearly identified and documented.
- Oversee the preparation of Environmental Impact Reports and other documents as required by the California Environmental Quality Act (CEQA). Oversee the environmental mitigation efforts, and prepare documentation as necessary to demonstrate compliance with CEQA, and other environmental requirements.
- Manage the Colleges compliance efforts related to the National Pollution Discharge Elimination System (NPDES), monitor efforts to prepare and comply with Storm Water pollution Prevention

Plans, and act as the College's legally responsible person related to NPDES issues in the absence of the Director.

- Prepare initial project data reports, and maintain a database of all facilities projects. Identify and evaluate secondary effects and space planning constraints related to new project requests. Prepare reports that clearly document planned changes in the use of campus teaching and office space.
- Participate in campus efforts to monitor space utilization, prepare reports to monitor changes in utilization and the associated effects on capacity load ratios and future project plans.
- Prepare and distribute project update reports for all active projects. Interact with construction project managers to identify near-term construction impacts. Maintain web access to construction project information.
- Develop and maintain campus design standards, including architectural, mechanical, electrical, and plumbing systems, furniture, fixtures and equipment, utilities and infrastructure, and environmental and sustainability.
- Prepare construction documents and specifications for small facilities improvement projects.
- Utilize software systems to maintain accurate project records, including daily and weekly activities, project schedules and cost information, and other project communication.
- Manage communications, planning activities, personnel and resources to meet project and program needs and assure smooth and efficient activities; establish and maintain related time lines and priorities; develop policies and procedures to ensure that planning goals are accomplished and that decisions are made at the appropriate level.
- Provide technical information and assistance to the Director, Facilities Planning and Management concerning administrative activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
- Prepare a variety of records and reports related to planning efforts, projects, estimates, equipment, buildings, facilities, systems, inspections, budgets, employees and assigned activities.
- Communicate with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns.
- Operate standard office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Attend and conduct various meetings as assigned; serve as a member of the Facilities Management Team.
- Perform related duties, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Facilities Master Planning, California Community College Capital Outlay program requirements, and integrated planning in Higher Education.
- Planning, organization and direction of operations and activities involved in the planning, design and construction of College facilities, utilities, systems and equipment.
- Proper methods, techniques, materials, tools and equipment used in the construction trades.
- Construction specifications institute work breakdown structure, and principles of construction estimating.
- California Field Act requirements as they apply to community college construction.
- Oral and written communication skills.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Record-keeping and report preparation techniques.
- Principles and practices of contract administration.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

- Basic budget preparation and control.

### **Skills and Abilities to:**

- Plan, organize, control and direct operations and activities involved in the planning and design of College facilities, utilities, and systems.
- Coordinate related communications, projects, planning activities, personnel and resources to meet project needs and assure smooth and efficient activities.
- Supervise and evaluate the performance of architects, engineers, planning consultants, and assigned personnel.
- Estimate labor, material and equipment requirements for projects and activities.
- Inspect planning and design work product for accuracy, completeness and compliance with established requirements.
- Monitor and assure compliance with contract specifications for design and construction activities.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Oversee and participate in the preparation of various records and reports.

### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Bachelor's degree in one of the following: architecture, regional and urban planning, business administration or related field and five (5) years of experience in facilities planning in higher education.
- Master's degree in Architecture or Regional Urban Planning is preferred.
- Experience developing facilities master plans in the California community colleges is highly desired.

### **Licenses and Certifications:**

- The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file

information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

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graph TD
    WS[William Stragins  
President and CEO] --> MB[Morris Rodrigue  
Vice President Administrative Services  
and Chief Financial Officer]
    WS --> GN[Gary Nollisen  
Executive Director, Facilities Planning and  
Management  
M-22]
    GN --> CR[Caitlin Rodriguez  
Administrative Specialist IV  
A-88]
    GN --> GJ[Gary Gaskumb  
Senior Manager, Construction Projects  
M-17]
    GN --> CM[Carol Mining  
Senior Manager, Construction Projects  
M-17]
    GN --> VAK[VACANT  
Senior Facilities Planner  
M-15  
Request To Fill]
    GN --> RS[Roger Sreed  
Senior Manager, Construction Projects  
M-17]
    GN --> PEE[Paty Jean-Envalade  
Manager, Construction Projects  
M-14]
    GN --> JG[John Gaston  
Special Projects Director  
Range 3]
    JG --> MA[Melina Andrusch  
Construction Specialist  
A-81]
    CR --> AR[Valerie Arenas Rey  
Special Projects Director  
Range 3]
    AR --> IC[Joseph Cochajal  
Special Project Coordinator  
Range 1]
    IC --> JR[Jeanette Reeves  
Program Specialist  
A-88]
    JR --> CK[Christina Kessler  
Construction Specialist  
A-81]
    CM --> MV[Melissa Valenzuela  
Special Project Director  
Range 3]
    MV --> MC[Magic Chung  
Construction Specialist  
A-81]
    GJ --> ZG[Zack Gallaga  
Coordinator Construction Projects  
A-105]
    ZG --> LO[Leonard Ortiz  
Coordinator Construction Projects  
A-105]
    VAK --> AK[Alma Kikilad  
Special Projects Director  
Range 3]
    AK --> ES[Ernesto Salaswale  
Special Projects Director  
Range 3]
    ES --> MK[Malik Keral  
Special Projects Coordinator  
Range 1]
    MK --> VAK2[VACANT  
Administrative Specialist III  
Ongoing Recruitment]
    RS --> KD[Kari Downmushling  
Special Projects Director  
Range 3]
    KD --> MC2[Michael Ostby  
Special Projects Director  
Range 3]
    MC2 --> RA[Ruben Avila  
Special Projects Manager  
Range 2]
    RA --> VAK3[VACANT  
Manager, Facilities Projects  
M-8]
    VAK3 --> JS[Jacqueline Sanchez  
Construction Specialist  
A-81]
    PEE --> AC[Ashley Callagher  
Construction Specialist  
A-81]
    AC --> EG[Elizabeth Gonzales  
Professional Expert (part time)]
    EG --> JC[Jose Cedeno  
Professional Expert (full time)]
  
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