

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](#))

A

Position: Interim Manager, Farm **FTE (%):** 100
Division: Natural Sciences **Department:** N/A
Term (month/year): 12 months/yr **Salary Schedule (Range):** M-10
Work Schedule (Days, Hours): Monday - Friday, 7am - 4pm

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: Bruce Carleton Last date of employment: 4/30/24 ✓
Reason for vacancy: Retirement

Newly or Previously Budgeted Position - Never Filled

Fiscal Year Budget Approved: Budget Source (e.g., NRA, Grant Name):

C

Rationale/Operational need for and consequence of not, filling this position (attach additional page(s) if needed):

The Farm Manager is an essential part of the Agriculture Department. They ensure the well-being and safety of the plants and animals which are used in our fully-accredited Registered Vet Tech (RVT), Animal Science, and Horticulture Programs; and part of our livestock and production programs. The employees need integrated management as the animals & plants require consistent oversight, exercise, feeding, & medical care for safety and compliance with the AVMA and USDA. See attached rationale.

Area Vice President Initials: KF

D

Budget information to fund this position:

Account Number: 11000-301010-215000-601000 -2100 Amount: 100 % \$ 190,857 ✓
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.):

In agreement with HR, Bruce will use accrues vacation leave prior to the actual retirement date of 4/30/24. Thus substitute funds will be use from 3/29/24 until the permanent hire can be made.

Fiscal Use Only: ☒ Funding available ☐ Funding not available | Position # MCT970 Contract # 211574

E

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

1. Requesting Manager:	Denise Bailey	Denise Bailey	Digitally signed by Denise Bailey Date: 2024.03.12 23:04:40 -07'00'	4/30/24
2. Division Vice President:	Kelly Fowler	Kelly Fowler	Digitally signed by Kelly Fowler Date: 2024.03.13 16:02:32 -07'00'	
3. Manager, Recruitment Svcs.:	Stacy Manfredi	Stacy Manfredi		3/18/24
4. Chief Compliance/Budget Officer:	Rosa Royce	Rosa Royce		03/26/24
5. Vice President, Human Resources:	Sokha Song	Sokha Song		3/28/2024

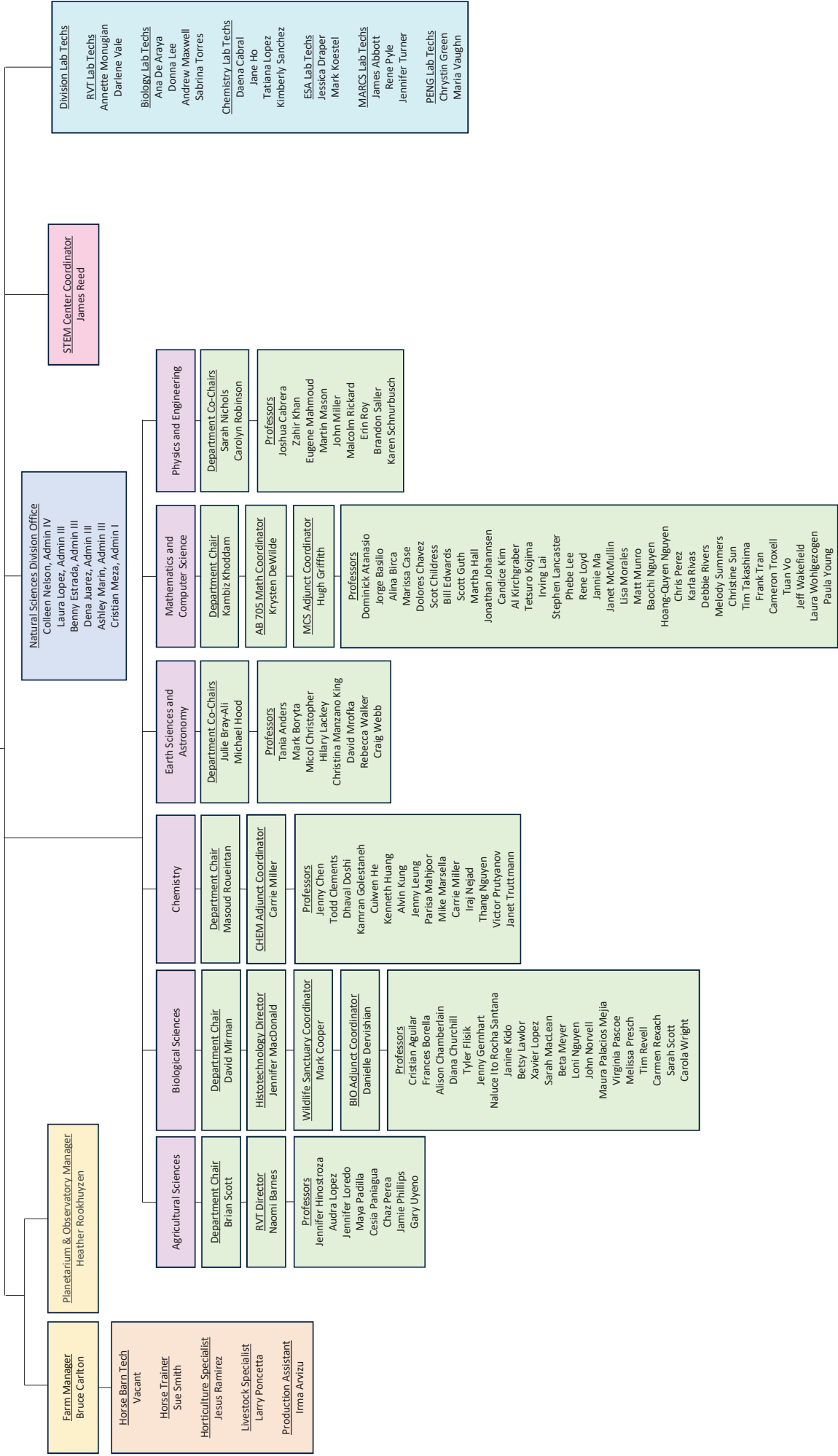
Reviewed by the President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Approved to fill (enter date) ☐ Denied

6. President/CEO: Dr. Martha Garcia Martha Garcia April 2, 2024

Dean
Denise Bailey

Associate Dean
Jimmy Tamayo



EZ Salary Projection FY 2023-24 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	CM
Enter salary range	10
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$190,857

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 11.21.23 (included 4.11% in CSEA 262, Confidential and CSEA 651)

MANAGER, FARM

DEFINITION

Under the administrative direction and oversight of the Dean, Natural Sciences, the Manager, Farm plans, schedules, assigns, and reviews the work of Farm Program staff, including animal units, horticulture unit, and agriculture lands; oversees and maintains Farm financial accounts; coordinates, monitors, and provides technical input for assigned farm operations, maintenance, and related projects and programs; provides responsible technical assistance to the Dean, Natural Sciences; performs a variety of technical tasks relative to the assigned functional area.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean, Natural Sciences. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management-level classification responsible for planning, organizing, supervising, reviewing, and evaluating the work of Farm Program staff. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including short- and long-term operational and maintenance planning, development and administration of program budgets, and various other projects. Successful performance of the work requires an extensive background in farm operations, as well as, the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Dean, Natural Sciences in that the latter has overall responsibility for all functions for the Natural Sciences Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, organizes, assigns, supervises, and reviews the work of assigned staff of the Farm Program, including animal units, horticulture unit, and agriculture lands.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services, projects, and activities; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
3. Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
4. Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
5. Monitors operations and activities of the Farm Program; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
6. Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation;

prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.

7. Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement.
8. Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
9. Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
10. Supervises and participates in the development and implementation of weekly, monthly, and annual plans for assigned units and programs.
11. Oversees the coordination of the sales of the farm's products, including animals, horses, and horticulture; researches current sales, expenses, and market trends to establish prices.
12. Obtains and maintains permits, licenses, and certificates to ensure compliance of farm operations, including performing inspections to meet regulatory requirements.
13. Manages all aspects of student residents at the farm, including maintaining contracts and agreements, ensuring compliance with rules, policies, and procedures, and coordinating utility services.
14. Prepares and presents various reports and other necessary correspondence; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.
15. Reviews and maintains operational data; analyzes and evaluates data results; implements findings and takes corrective action, as necessary.
16. Answers questions and provides information to faculty, students, staff, and the public; investigates inquiries; recommends corrective actions to resolve issues.
17. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
18. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
19. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
20. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
21. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
22. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
23. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
24. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
3. Principles and practices of farm operations and maintenance program development and administration.
4. Principles, practices, equipment, tools, and materials of farm operations and maintenance.
5. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Basic principles and practices of budget program development, administration, and accountability.
7. Safety principles, practices, and procedures.
8. Modern office practices, methods, and computer equipment and applications related to the work.
9. Record keeping principles and procedures.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
5. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
6. Organize, implement, and direct farm operations and maintenance services, projects, and activities.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
9. Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
10. Perform the most complex farm operations and maintenance duties and operate related equipment safely and effectively.

11. Develop cost estimates for supplies and equipment.
12. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
13. Prepare clear and concise reports, correspondence, procedures, and other written materials.
14. Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
15. Make sound, independent decisions within established policy and procedural guidelines.
16. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
17. Operate modern office equipment including computer equipment and software applications programs.
18. Use English effectively to communicate in person, over the telephone, and in writing.
19. Understand scope of authority in making independent decisions.
20. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to graduation from an accredited four-year college or university with major coursework in agricultural science, animal sciences, or related field; and
2. Five (5) years of increasingly responsible experience in farm and/or ranch management, including two (2) years of lead or supervisory experience.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

A valid California Class A driver's license with the appropriate endorsements is required.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied farming tools and equipment, and to operate a motor vehicle and visit various College and meeting sites; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect animals and work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, hazardous physical substances and fumes and mechanical and/or electrical equipment and machinery. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023