

**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: Sergeant FTE (%): 100  
Division: Administrative Services Department: Police and Campus Safety  
Term (month/year): 12 months/yr Salary Schedule (Range): M-10  
Work Schedule (Days, Hours): Sunday - Saturday, Various Hours

**B**

**Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**

Incumbent name: \_\_\_\_\_ Last date of employment: \_\_\_\_\_

Reason for vacancy: \_\_\_\_\_

**Newly or Previously Budgeted Position - Never Filled**

Fiscal Year Budget Approved: 23-24 Budget Source (e.g., NRA, Grant Name): NRA Phase 15

**C**

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

Presently, the P&CS department operates with two Sergeants overseeing personnel across three shifts to ensure 24-hour coverage. Introducing additional Sergeants would enhance operational efficiency by providing two Sergeants per shift from Tuesday to Friday and one Sergeant on Mondays and Saturdays. This strategic allocation of staffing is necessary for a prompt response to life-threatening emergencies, given the sworn officer status and managerial expertise of these Sergeants. This overall investment is vital for optimizing emergency response capabilities and departmental effectiveness.

**Area Vice President Initials:** hr

**D**

**Budget information to fund this position:**

Account Number: 11000-631000-215000-677000-2100 (Initial Account) Amount: 100 % \$ 190,857 - 192,354

Account Number: NRA Phase 15 Funding beginning 7/1/24 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.):

NRA Phase 15 funding should begin 7/1/24. This represents position 2 of 2 (MC9887 (Contract 211559) is position 1 of 2).

**Fiscal Use Only:** ☒ Funding available ☐ Funding not available | Position # MC9885 Contract # 211559

**E**

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

1. Requesting Manager: Morris Rodrigue hr 4/17/24  
2. Division Vice President: Morris Rodrigue hr 4/17/24  
3. Manager, Recruitment Svcs.: Stacy Manfredi TDA 5/1/24  
Rosa Royce Rosa Royce 05/10/24  
4. Chief Compliance/Budget Officer: Sokha Song Sokha Song 5/16/2024

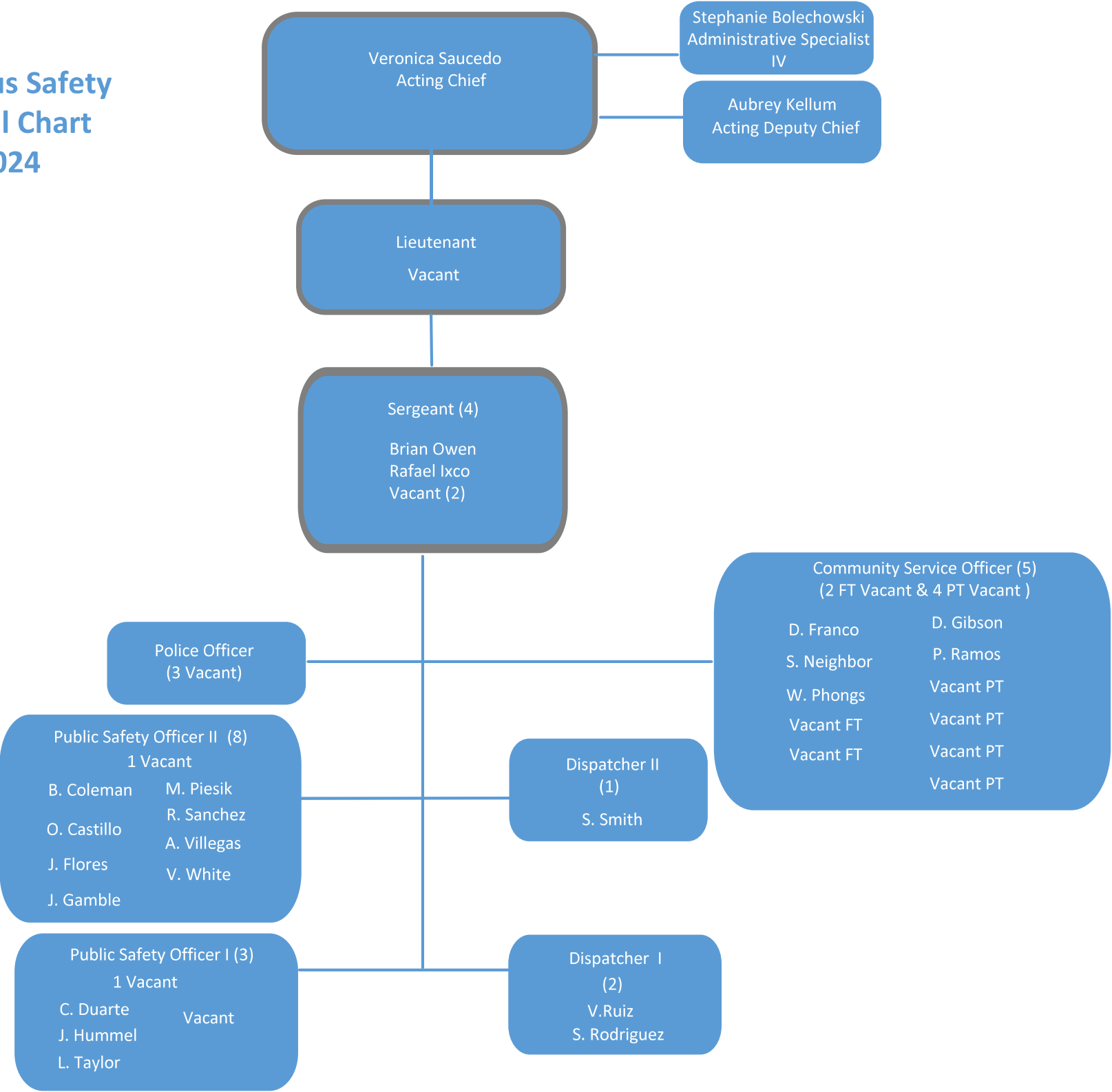
~~5. Vice President, Human Resources:~~

~~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 May 21, 2024

Police & Campus Safety  
Organizational Chart  
January 2024



## NRA Phase 15 Approval for 2 Sergeants

NRA Phase 15  
Summary of Approvals  
Cabinet 12.12.23  
Revised 2.21.24

Division	Department Manager	Description	Justification of Need	One-Time	Ongoing	Comments
Human Resources	Employee and Benefits Services Alexis Carter	Cognos	<p>Cognos is a reporting tool that allows departments outside of IT to create, maintain, and perform reporting for their areas. This would include dashboards, executive summaries, scheduled reporting, and document creation and email distribution such as, memos, total rewards/compensation notices, board reports, and much more. An additional goal is to establish the ability to perform ad-hoc reporting needs without going through a lengthy process of creating permanent reports that are only used once. Cognos provides a drag-and-drop functionality to report writing. Cognos was implemented with the anticipation of phasing out Argos reporting and using the Argos funding to supplement Cognos as ongoing. However, as implementation progressed, it became clear that Argos will continue to be used campus wide as it is tied to Banner and cannot be phased out entirely due to it integrating features under student services as initially anticipated. Therefore, \$50,000 is requested for the ongoing cost of renewal.</p> <p>As HR continues the transition of converting, testing, and reframing all existing 130 Argos reports to Cognos, as well as creating new reporting structures and meeting the needs of future data-driven decisions, 100 hours of technical and consultative support is requested at \$200/ Hour (\$20,000 per year) ongoing. HR is still in its learning phase of the program, and there will be areas of COGNOS that would require assistance to move past; therefore, the support/consultative tech will be available to ensure any data migration nuances, report creation, testing, and SQL issues are addressed and properly implemented without disruption to the Banner data tables.</p>		\$ 70,000.00	
Human Resources	Employee and Benefits Services	New Position: Coordinator, Project Program (100%FTE) Range 95	<p>A Coordinator, Project Program will be responsible for the outreach, training, tracking, monitoring, and establishment of performance evaluation completion and practices according to policy, accreditation standards, and collective bargaining agreements. Currently, the overall campus is at a 55.49% completion rate as only 1299 out of 2341 evaluations are completed. The number of incomplete performance evaluations by employee unit is as follows: Adjunct Faculty: 408 (35.79%) Classified 262: 310 (52.72%) Classified 651: 101 (87.83%) Confidential: 12 (70.59%) Faculty: 168 (49.85%) Management: 43 (29.86%) evaluations are pending due to upcoming contract renewals.</p> <p>This rate is not sufficient to meet accreditation standards, which are outlined in the ACCJC Accreditation Standards III.A.5 and marked in Mt. SAC Core Inquiries #1 potential areas of clarification, improvement, or commendation: 3.3. The institution evaluates its employees regularly, using clear criteria that align with professional responsibilities and reflect the institution's mission and goals. Review Criteria: • The institution regularly and systematically evaluates all of its employees based on their professional responsibilities and uses this information to foster employees' development and success. This process is continuous and ongoing in support of the mission. • The institution has methods to determine the kinds of support its personnel need to be successful in their roles.</p> <p>At present, the current practice involves sending monthly reminders to managers and employees 90 days before an evaluation is due. Furthermore, monthly notifications are sent when evaluations become overdue. While this approach has proven helpful, the District is now introducing PeopleAdmin software to enhance the process. This software will not only track evaluation deadlines but also manage the documentation, goals, expectations, and next steps associated with evaluations. This transition is significant as it marks a shift from paper evaluations, which were not under the oversight of Human Resources. A Coordinator, Project Program is needed for this integration, monitoring, and meeting/training management on evaluation completions. The positions will continuously meet with managers and divisions to ensure the evaluations are completed in a timely manner, provided to HR, reviewed for concerns and escalation, and responsible for the data compilation in the system of record. This position will also train management on the new processes for evaluation within PeopleAdmin.</p>	\$ 65,000.00	\$ 130,000.00	May have a need to recruit prior to July 1, 2024, in order to create and support tracking of employee evaluations
Administrative Services	Police & Campus Safety - Deputy Chief Aubrey Kellum	Two additional Sergeants	<p>Presently, the Police &amp; Campus Safety Department operates with two Sergeants overseeing personnel across three shifts, ensuring 24-hour coverage. Introducing at least two additional Sergeants would enhance operational efficiency by providing two Sergeants per shift from Tuesday to Friday and one Sergeant on Mondays and Saturdays. This strategic allocation of staffing ensures a prompt response to life-threatening emergencies, given the sworn officer status and managerial expertise of these Sergeants. The onboarding cost for each officer is estimated at \$5,000, constituting a one-time expense of \$10,000 for two additional Sergeants. This overall investment is vital for optimizing emergency response capabilities and departmental effectiveness.</p>		\$ 396,114.00	May have a need to recruit prior to July 1, 2024, in order to continue to enhance campus safety

## **SERGEANT, POLICE AND CAMPUS SAFETY**

### **DEFINITION**

Under general supervision, plans, schedules, trains, deploys, organizes, supervises, and reviews the work of Police and Campus Safety staff for an assigned shift; performs the full range of field and office work in connection with patrol, including armed officers, investigations, and crime prevention and communications dispatch; learns and assists with administrative functions for the Department; fosters cooperative working relationships with other College departments, outside agencies, and the public served.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises direct and general supervision over staff.

### **CLASS CHARACTERISTICS**

This is the entry-level management class in the Public Safety Officer series, responsible for all daily activities and for assisting with overall department management as assigned. Responsibilities include patrol supervision, investigation, and the performance of a variety of administrative duties. This class is distinguished from Lieutenant, Police and Campus Safety in that the latter has management responsibility for administrative activities, major functions, programs, and services of the Police and Campus Safety Department.

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

1. Plans, schedules, assigns, reviews, and evaluates the work of Police and Campus Safety staff on an assigned shift.
2. Provides input into selection, disciplinary, and other personnel matters; may counsel employees as required.
3. Plans, develops, presents, coordinates, and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by staff; ensures that all personnel are in compliance with mandated training and are in possession of required certifications.
4. Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
5. Prepares and administers briefings and deploys officers to site assignments in accordance with the needs of the College.
6. Responds to calls for service for permit dispensers; picks up and transports currency from various sites and locations to the campus vault; disburses funds for permit sales; counts money generated.
7. Evaluates operations for effectiveness, identifies trends, and anticipates changing needs for staffing, enforcement activities, training, and other related needs or deficiencies.
8. Ensures that departmental goals and objectives of Police and Campus Safety are met for maximum effective service delivery.



9. Responds to crime scenes, accidents, or emergencies, and supervises Police and Campus Safety activities, including participating in any or all crime scene processes, providing technical advice, direction, and basic medical assistance; requests additional resources as necessary.
10. Identifies crime trends or other problems; develops plans and tactics to be employed in an effort to reduce crime and solve problems.
11. Addresses any complaints or concerns from students, the public, or other College personnel regarding public safety issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
12. Attends and represents the Police and Campus Safety Department in meetings as directed by the Chief or Lieutenant, Police and Campus Safety.
13. Acts as a liaison with local law enforcement agencies, fire departments, and other entities as directed; coordinates special events with Event Services.
14. May perform the full range of duties of a Public Safety Officer.
15. Reviews written reports and daily logs completed by staff; ensures that all written reports are complete and accurate prior to submission to the Chief or Lieutenant, Police and Campus Safety for approval; provides training in report writing as needed.
16. Communicates with students and staff regarding public safety issues, including on-going crime related problems; develops and maintains forms for the information kiosk.
17. Helps capture and isolate stray and uncontrolled animals; arranges for proper handling.
18. Conducts thorough criminal, administrative, and personnel investigations as directed; completes written reports and briefs any entity at the College or law enforcement agency as required; prepares complete investigations ready for review by law enforcement and prosecuting agencies.
19. Ensures that confidential investigations remain uncompromised.
20. Assists with the selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
21. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
22. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
23. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
24. Implements, enforces, supports, and abides by federal, state, local policies, Board and Administrative policies and procedures.
25. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
26. Prepares and delivers DEISAA minded presentations related to assigned areas as required.

27. Provide a high level of customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
28. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Police science principles, practices, and techniques including: laws of arrest; search and seizure; theory and practice of police supervision and management; fundamentals of police science; rules of evidence; vehicle code and traffic control; court procedures; appropriate safety precautions and procedures for the protection of life and property.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Department and College policies and procedures.
5. Investigation and identification techniques and equipment.
6. Safety practices and equipment related to the work.
7. Operating a motor vehicle in a safe manner under patrol conditions.
8. Techniques of first aid and CPR.
9. Basic budgetary and program evaluation practices.
10. Modern office practices, methods, and computer equipment and applications, related to the work.
11. Record-keeping principles and procedures.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic, and ethnic groups.

### **Skills & Abilities to:**

1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty and staff.
2. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
4. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
5. Plan, schedule, assign, supervise, review, and evaluate the work of staff on an assigned shift.
6. Provide leadership and motivate staff.



7. Train staff in work procedures.
8. Oversee and evaluate programs and projects.
9. Apply theories, principles, and procedures in providing police services.
10. Prepare clear, accurate, and grammatically correct reports, records, and other written materials.
11. Observe crime and accident scenes and other situations accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
12. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
13. Identify and be responsive to community issues, concerns, and needs.
14. Coordinate and carry out special assignments.
15. Establish and maintain a variety of filing, record-keeping, and tracking systems.
16. Make ethical sound, decisions in emergency situations within general policy and legal guidelines according to laws, and established policies, procedures and regulations.
17. 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.
18. Communicate effectively through various modalities.
19. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
20. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

1. Any combination of training and experience that would provide the required knowledge, skills and abilities Equivalent to the completion of the twelfth (12<sup>th</sup>) grade; and
2. Three (3) full time equivalent years of progressively responsible experience as officer in a P.O.S.T. certified law enforcement agency, including at least one (1) full time equivalent year of supervisory experience.

Preferred: An Associate's degree or higher degree from a regionally accredited college or university in criminal justice, security management, law enforcement, or a related field and Possession of an Intermediate P.O.S.T. certificate are preferred.

#### **Desirable Qualifications:**

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution; OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving

Institution and Asian American Native American Pacific Islander Serving Institution.

**Licenses and Certifications:**

1. Valid California Driver's License.
2. American Red Cross First Aid and CPR certification.
3. Basic certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.). This positions within this classification may be required to: requires that the incumbent to obtain and maintain certification per satisfactorily complete the latest Bureau of Security and Investigative Services peace officer training course approved by the Commission on Peace Officer Standards and Training (P.O.S.T) per Penal Code 832 and Education Code 72330.5. In accordance with Penal Code 832, satisfactory completion is demonstrated by passage of an appropriate examination developed or approved by the Commission.

**PHYSICAL DEMANDS**

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; to operate a motor vehicle and to visit various College 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 or radio. Must have the ability to operate specialized law enforcement tools and equipment including firearms, expandable batons, chemical agents, and handcuffs. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbents work indoors and outdoors, during all hours of the day and night, including weekends; are occasionally exposed to loud noise levels including sirens and firearms training, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives in potentially hostile environments, and be involved in interpreting and enforcing College policies and procedures as well as California Penal Codes and Vehicle Codes.

## 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%
<b>Total Annual Cost (Salary and Benefits)</b>	<b>\$192,354</b>

*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](mailto:clam@mtsac.edu)*

Revised 4.23.24 (included 4.11% in CSEA 262, CSEA 651, Confidential, and Management)