

June 3, 2025

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): _____ Salary Schedule (Range): _____
Work Schedule (Days, 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: _____ 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):

Area Vice President Initials: _____

D

Budget information to fund this position:

Account Number: _____ Amount: _____ % \$ _____

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.):

Fiscal Use Only: Funding available Funding not available | Position # _____ Contract # _____

E

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

1. Requesting Manager: _____ *Connie Gutierrez*

2. Division Vice President: _____ *Mike Foster* 5/14/2024

3. Applicable Human Resources Manager: _____ *Stacy Manfredi TDH* 5/14/25

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: _____

EZ Salary Projection FY 2024-25 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	CM
Enter salary range	13
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$231,052

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 8.22.24 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)

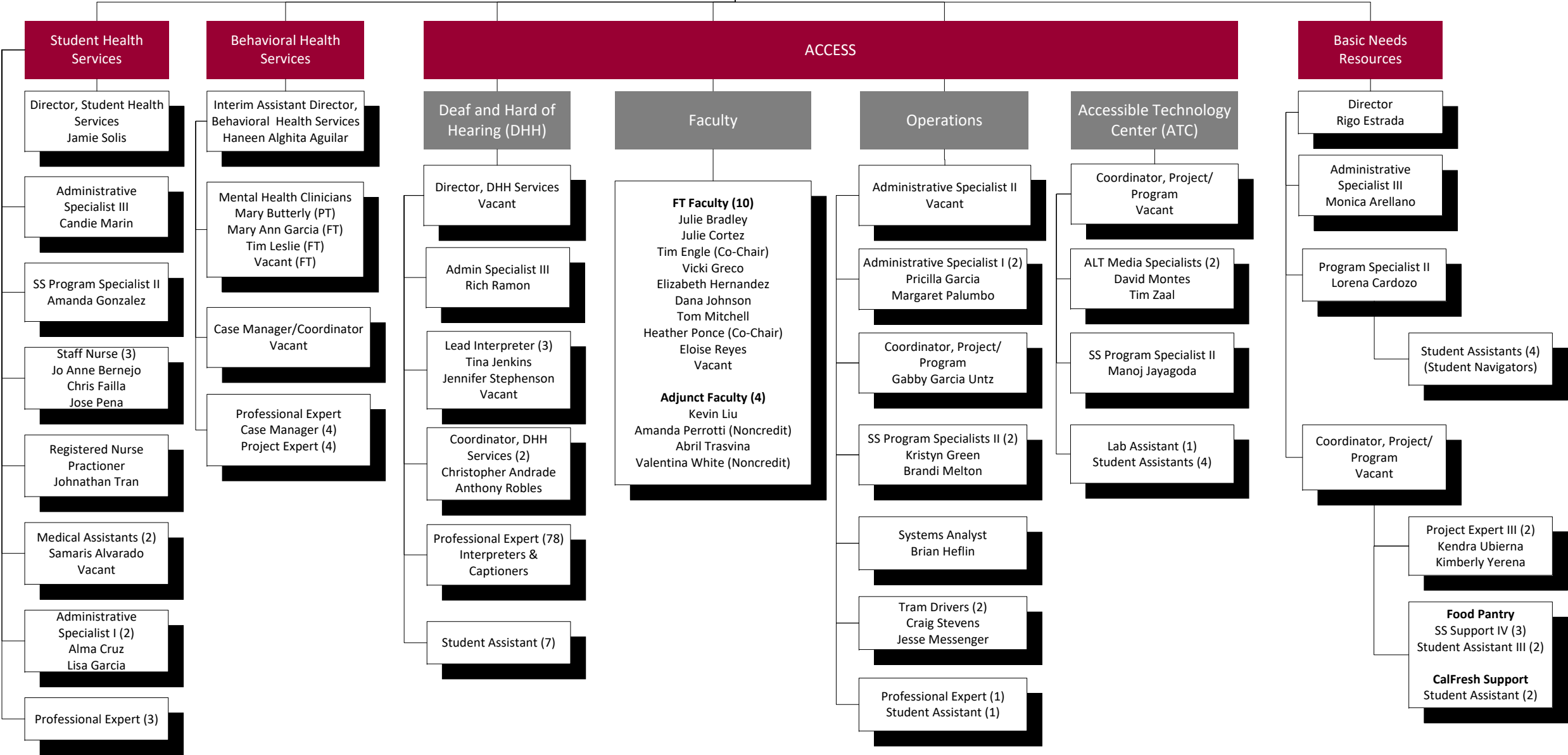
EMPLOYEE GROUPS	
AM	Academic Management
CM	Classified Management
MT	Temporary Management
CO	Confidential
UA	CSEA 262 (Unit A)
UB	CSEA 651 (Unit B)

MT. SAN ANTONIO COLLEGE
ACCESS & Wellness Department
2024-2025

Office of the Dean, ACCESS & Wellness

Dean
ACCESS & Wellness
Connie Gutierrez

Administrative Specialist IV
Vacant



DIRECTOR, DEAF AND HARD OF HEARING SERVICES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Deaf and Hard of Hearing Services (DHHS) Program. Additionally, provides leadership for the DHH Cultural Center; oversight of sign language interpreting and Computer Assisted Real-Time Translation (CART) services; manages the effective use of College and program resources to improve organizational productivity and customer service; provides highly complex and responsible support in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives Administrative direction from the assigned managerial personnel. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Director classification that oversees, directs, and participates in all activities of the DHHS Program. This job classification level provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of the Deaf and hard of hearing community culture and language, education policy, and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, priorities, and work standards for the program; establishes, within College policy, appropriate budget, service, and staffing levels; recommends and administers policies and procedures.
2. Assumes full management responsibility for all DHHS programs, services, and activities, including assessing communication needs and service provision for Deaf and hard of hearing students; coordinates and reviews the work of staff performing difficult and complex professional, technical, and administrative support.
3. Determines compatibility of service providers with student needs and class requirements and assists Coordinator, Deaf and Hard of Hearing with assignments, as needed; makes necessary adjustments to assignments throughout semester, as needed; oversees and assists with the planning of interpreter and captioner schedules.

4. Manages and participates in the development and administration of the department's budget, additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures and adjustments as necessary.
5. Contributes to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement.
6. Selects, trains, motivates, and directs assigned department personnel; evaluates and reviews work for acceptability and conformance with departmental standards, including program and project priorities and performance evaluations; works with employees on performance issues.
7. Implements discipline and termination procedures; responds to staff questions and concerns.
8. Observes interpreters, captioners, and interns in the classroom to provide feedback and guidance on skills development needs; facilitates interpreter skills development workshops; performs skills evaluations for interpreters within the College's formal evaluation system.
9. Plans, develops, organizes, and oversees the interpreter internship program; selects interns for the program; facilitates mentoring and coaching throughout the semester; collaborates with Lead Interpreters in providing guidance to interns; evaluates interns at the end of the program to determine whether they can be used as regular interpreters for College purposes.
10. Develops student contracts for services; ensures student compliance with terms and conditions; presents students with warning and/or suspends services if warranted.
11. Coordinates services with other College programs, departments, and divisions and with outside agencies; effectively represent the College and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
12. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
13. Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; responds to students' and parents' issues and concerns regarding the provision of DHH services.
14. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
15. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
17. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.

18. 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.
19. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
20. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Deaf culture, including values and language, as well as general issues in the profession and community.
3. Language acquisition process for Deaf and hard of hearing individuals including the challenges pertaining to educating individuals with language deprivation.
4. Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
5. Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
6. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
7. The professional responsibilities of American Sign Language (ASL) interpreting and issues and trends within the ASL interpreting profession.
8. Current trends, developments, and resources in the field of interpreting and CART services; teaching ASL and a wide variety of communication and interpreting techniques.
9. Resources available to sign language interpreters and captioners in order to improve knowledge.
10. Community organizations that support and advocate for Deaf and hard of hearing individuals at the state and national level.
11. Working knowledge of the Americans with Disabilities Act (ADA) and guidelines for Title 5 DSPS Regulations.
12. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including Family Educational Rights and Privacy Act (FERPA) and ADA.
13. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
14. Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
15. Modern office practices, methods, and computer equipment and applications related to the work.
16. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

17. Techniques for providing a high level of customer service by effectivity dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socioeconomic, 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. Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
5. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
6. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
7. Communicate effectively through various modalities.
8. Learns and applies emerging technologies as necessary, to perform duties in an efficient, organized, and timely manner.
9. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.

Education and Experience:

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in interpreting, Deaf studies, social services, or a related field; and
2. Three (3) full-time equivalent years of progressive management experience for a program that serves the Deaf and hard of hearing community.
3. Must be fluent in ASL.

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:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in an office setting and use standard office equipment, including a computer. This is partially a sedentary office classification although traversing between work areas is required. Finger, manual and upper body dexterity is needed to interpret and communicate in sign language, 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.

ENVIRONMENTAL ELEMENTS

Incumbents primarily work in an office or classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasionally, employees may work in the field and be exposed to cold and hot temperatures, inclement weather conditions, and potentially hazardous chemical or physical substances in a classroom setting. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 4/2020; 4/2022; 8/2023