

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: Animal Farm/Livestock Operations Specialist **FTE (%):** 100
Division: Natural Sciences **Department:** Agriculture
Term (month/year): 12 months **Salary Schedule (Range):** CB - 76
Work Schedule (Days, Hours): M - F 7am - 4pm

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: Larry Poncetta Last date of employment: Aug 16, 2024

Reason for vacancy: retirement

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):

The Animal Farm (Livestock) Operations Specialist is a vital part of the Agriculture Program. They oversee the operations and maintenance of the animal sciences' (currently 129) animals and laboratory facilities housing 13 different lab courses. They are integral in the health and safety of the animals and lab students.

Area Vice President Initials: KF

D

Budget information to fund this position:

Account Number: 11000-311010-223000-010200-2200 Amount: 50 % \$ 68,556

Account Number: 11000-311020-253000-010200-2100 Amount: 50 % \$ 68,555

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 # CB9927 Contract # 224102

E

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

Digitally signed by Denise Bailey
Date: 2024.08.27 13:24:15 -07'00'

Digitally signed by Kelly Fowler
Date: 2024.08.27 13:23:41 -07'00'

Digitally signed by Stacy Manfredi
Date: 2024.08.27 13:23:41 -07'00'

09/03/24

Initial _____ Date _____

1. Requesting Manager: Denise Bailey Denise Bailey 8/8/24
2. Division Vice President: Kelly Fowler Kelly Fowler
3. Applicable Human Resources Manager: TDH Stacy Manfredi 8/28/24
4. Chief Compliance/Budget Officer: Rosa Royce 09/03/24
5. Vice President, Human Resources: Recommend to fill ☐ Yes ☐ No (see attached rationale)

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: Martha Garcia Dr. Martha Garcia October 29, 2024

ANIMAL FARM LIVESTOCK OPERATIONS SPECIALIST

DEFINITION

Under general supervision, coordinates, oversees, and participates in the operations, activities, and maintenance of the District's **College's** farm animal sciences unit **laboratory facilities**; provides instructional and administrative support services for the Farm Program **animal sciences laboratory facilities**; assists students and faculty in the use and operation of equipment and materials related to the farm animal sciences unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Supervisor, Farm **the assigned managerial personnel**. May provide technical and functional oversight and training to staff and student workers **temporary employees**.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for participating in the daily operations, services, and maintenance activities of the District's **College's** farm animal sciences unit **laboratory facilities**. Typical duties include collaborating and implementing weekly, monthly, and annual plans for the unit, assisting students and faculty in the use and operation of farm equipment and materials, and providing instructional support services for the farm program **animal sciences laboratory facilities**. Employees **Incumbents** at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. **Ensures compliance with the protocols and guidelines established by the Institutional Animal Care and Use Committee (IACUC) and the United States Department of Agriculture (USDA).**
2. Coordinates, oversees, and participates in the operations, services, and maintenance activities of the animal sciences unit; ensures proper safety and security of the animal sciences unit and related buildings, equipment, and grounds; monitors, evaluates, and adjusts activities in response to farm needs; ensures animal sciences unit **laboratory facilities** activities comply with established standards, policies, and procedures.
3. Participates in the development and implementation of goals and objectives for the farm's animal science unit **laboratory facilities**.
4. Oversees, develops, and implements production, breeding, feeding, healthcare, and safety practices and plans of the farm's animals **of the farm animals**; monitors and ensures smooth and efficient operations and activities related to the farm's **animal sciences laboratory facilities** pastures and stock areas, facilities, and equipment.

5. Collaborates in developing and implements weekly, monthly, and annual plans for the animal sciences unit **laboratory facilities**; ~~participates in the development and implementation of methods and procedures for the general care of farm animals, facilities, and equipment.~~
6. Trains and provides work direction and guidance to ~~assigned student workers~~ **temporary employees** and staff; prepares work schedules, assigns duties, and reviews work for accuracy, completeness, and compliance with established standards and procedures; ensures student and **temporary employees**' and staff's understanding of safety practices and procedures.
7. Provides instructional support services for the Farm-Program **animal sciences laboratory facilities**; assists students with developing animal science husbandry and animal welfare skills; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment; participates in demonstrations of farm activities.
8. Assists students and faculty in the use and operation of farm equipment and materials related to the animal sciences unit **laboratory facilities**; sets up, operates, and demonstrates the use of farming materials, tools, and equipment; performs minor maintenance and repairs on equipment as needed.
9. Assists instructors with the preparation of agricultural exhibits and instructional materials used in ~~Agri-Science laboratory assignments; responds to student inquiries and provides assistance concerning horticulture farming coursework, textbooks, and laboratory manual problems~~ **laboratory classes and extracurricular activities**.
10. Develops and implements monthly production and herd health plans and maintains related schedules and production output.
11. Oversees the cultural practices of the animal sciences unit **laboratory facilities**; identifies cultural problems; develops and implements related solutions in accordance with state and federal regulations.
12. Coordinates the sale of the farm's animal sciences products; ensures adequate animal availability and coordinates related production activities; develops and arranges delivery schedules; processes and accounts for sales revenue.
13. Assists in developing budget figures for the unit; monitors and controls expenditures; monitors inventory levels of animal farming supplies and equipment; orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
14. Communicates with District **College** staff, students, and various outside agencies to exchange information and resolve issues or concerns.
15. Prepares and maintains various records and reports related to students, animals, materials, inventory, and assigned activities.
16. Drives a vehicle to transport farm products as needed.
17. **Support and comply with federal and state laws, Board Policies, and Administrative Procedures.**

18. **Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.**
19. **Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.**
20. **Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.**
21. **Maintain regular attendance.**
22. ~~Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.~~
23. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the animal sciences program.
2. Practices, procedures, and techniques involved in monthly production, breeding, feeding, healthcare, and safety practices of the farm's animals.
3. General methods and procedures for preparing course materials used in Agri-Science courses.
4. Set-up, operation, demonstration, and maintenance of various tools and equipment used in the animal sciences program **laboratory facilities**.
5. Basic sales and customer service practices and procedures.
6. Methods, practices, and techniques of student learning and instruction.
7. Basic principles of supervision and training.
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~~ **interacting** with the public, **vendors**, students, and District **College** staff, including individuals of various ages, disabilities, socio-economic **levels** and ethnic groups.

Skills & Abilities to:

1. Coordinate, oversee, and participate in the operations, services, and maintenance activities of an animal sciences program **laboratory facility**.
2. **Receive Call-Back requests to return to work for any facility or animal-related emergencies.**
3. Plan, schedule, assign, and oversee activities of student workers.
4. Inspect the work of others and maintain established quality control standards.
5. Train others in proper and safe work procedures, **use of tools and equipment, and animal care**.

6. Assist students and faculty in the use and operation of farm equipment and materials related to the animal sciences unit **laboratory facilities**.
7. Coordinate, oversee, and participate in monthly production, breeding, feeding, healthcare, and safety practices of the farm's animals.
8. Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the animal sciences program.
9. Coordinate the sale and delivery of farm animal products.
10. Interpret, apply, explain, and ensure compliance with applicable federal, state, local and District **College** policies, procedures, and regulations.
11. Make accurate business arithmetic computations; accurately process cash transactions.
12. Estimate and order required supplies and equipment.
13. Establish and maintain a filing, record keeping, and tracking systems.
14. Organize own work, set priorities, and meet critical time deadlines.
15. Operate modern office equipment including computer equipment and software applications programs.
16. Use English effectively to communicate in person, over the telephone, and in writing.
17. **Communicate effectively through various methods.**
18. Understand scope of authority in making independent decisions.
19. **Learns and applies 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.
21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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:~~

1. Equivalent to an ~~A~~associate's degree from a regionally **or nationally** accredited college with coursework in agricultural science, animal sciences, or a related field, and
2. Two (2) **full-time equivalent years** of experience with animal **livestock** farming operations and activities.

OR

1. **Equivalent to the completion of the twelfth (12th) grade supplemented by college-level agricultural science, animal sciences, or a related field courses; and**
2. **Four (4) full-time equivalent years of experience with livestock farming operations and activities.**

Licenses and Certifications:

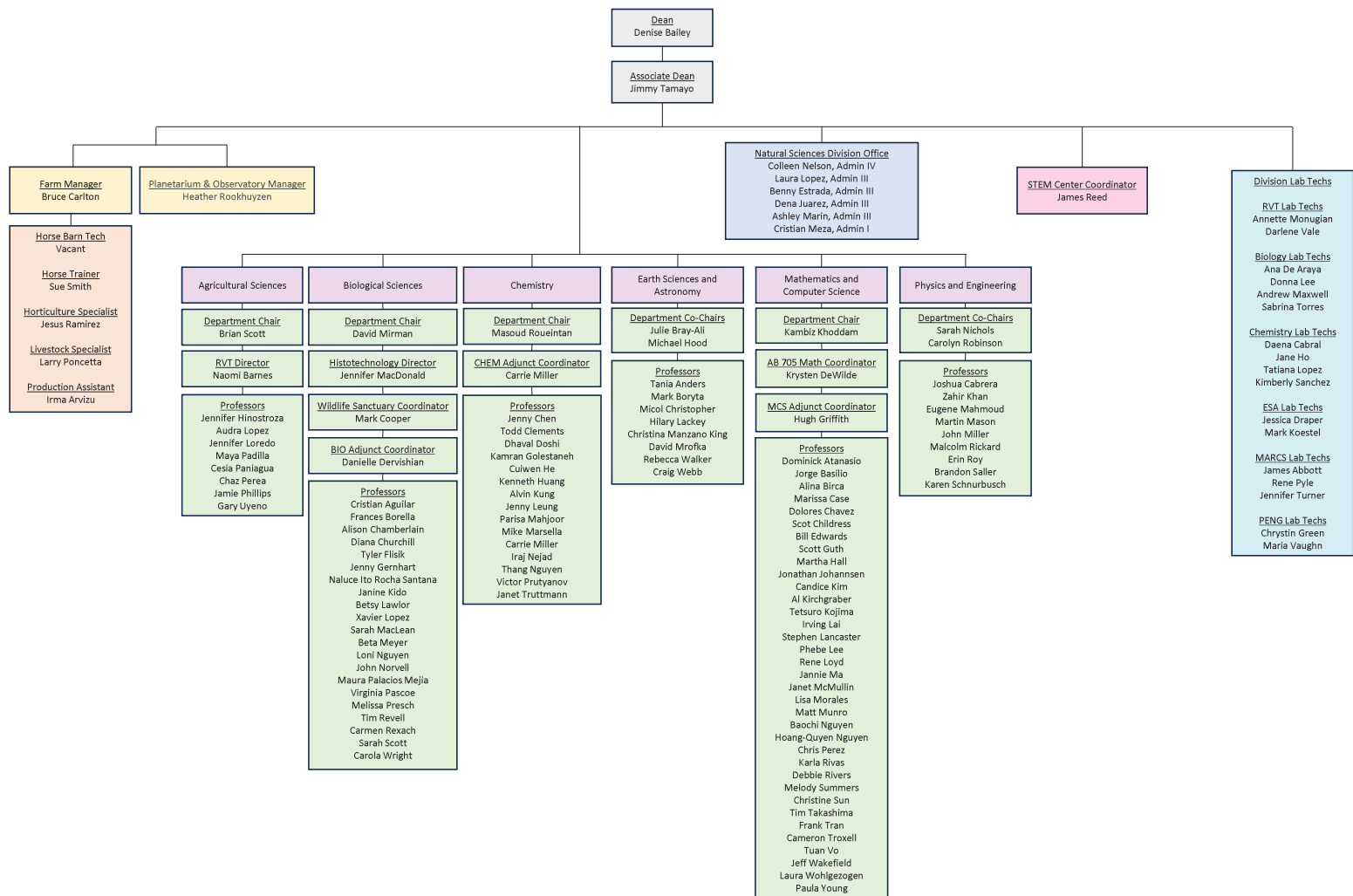
1. A valid California Class A **C** driver's license with the appropriate endorsements is required.
2. A valid California Class B driver's license is highly desired.

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 District **College** 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. Employees **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

Employees **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. Employees **Incumbents** may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. In addition to the above, as this position is located in the District's **College's** farm/agricultural area, there are additional environmental elements and potential hazards that are typical of this environment. These include, bio-hazards, dealing with livestock, farm equipment, and walking on slopes, wet surfaces, uneven ground, and navigating open fields which include: bumps, holes, etc.





Personnel Transactions

CLASSIFIED EMPLOYMENT

New Hire(s)

Name	Position	Department	Range	Step	Job FTE/Term	Effective	Annual Salary
Otero, Sabrina	Administrative Specialist I	EOPS/CARE/NextUp	A-069	3	1.000/12 month(s)	07/08/2024	\$62,340.48
Powers, Megan	Communications Specialist	Kinesiology, Athletics & Dance	A-088	6	1.000/12 month(s)	07/01/2024	\$87,185.76
Wang, Guanlin	ESL Instructional Support Assistant	English as a Second Language	A-045	1	0.475/12 month(s)	07/22/2024	\$21,152.76

Retirement(s)

The effective date is the employee's first day of retirement.

Name	Position	Department	Effective
Bolden, Zelda	Coordinator, Career Services Projects	Career Center	08/01/2024
Poncetta, Larry	Animal Farm Operations Specialist	Agricultural Sciences	08/17/2024

CONFIDENTIAL EMPLOYMENT

Temporary Out-of-Class Assignment(s)

Name	Position	Department	Range	Step	Job FTE	Effective	Monthly Salary
Granados, Cristal	Human Resources Analyst	HR Investigations and ADA Accommodations	C-097	1	1.000	07/01/2024-06/30/2024	\$8,451.00

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

FTE equal or higher than 50%	
Description	Input
Select employee group	UB
Enter salary range	76
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$137,111

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)