

**MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES
REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS**

(Instructions for completing this form begin on page 2)

ON PHASE 1 OF PRIORITIZATION LIST

Classified Confidential Administrative Temp Special Projects Administrator (see [AP 7135](#))

A Position: Lieutenant FTE (%): 100%
Division: Administrative Services Department: Police & Campus Safety
Term (month/year): 12 months/yr Salary Schedule (Range): M-15
Work Schedule (Days, Hours): Sunday - Saturday, Various Hrs.

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
Incumbent name: Bob Wren Last date of employment: 2/1/18
Reason for vacancy: Retirement
Newly or Previously Budgeted Position - Never Filled
Fiscal Year Budget Approved: 2022/2023 Budget Source (e.g., NRA, Grant Name): UGF; Restricted (Parking)

C **Rationale/Operational need for and consequence of not, filling this position (attach additional page(s) if needed):**
As approved on the Hiring Prioritization List at PC in Oct. 2025. See rationale attached.
Area Vice President Initials: JD

D **Budget information to fund this position:**
Account Number: 11000-63000-215000-677000 Amount: 53.48 % \$ 134,437
Account Number: 17631-631000-215000-695000 Amount: 46.52 % \$ 116,941
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: Kelli Florman Kelli Flo 10/21/25
2. Division Vice President: Joe Dominguez J. Dominguez 10/14/25
3. Manager, Recruitment Svcs.: Stacy Manfredi Stacy Manfredi TDH 10/24/25
4. Chief Compliance/Budget Officer: Rosa Royce _____
5. Vice President, Human Resources: Sokha Song _____

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

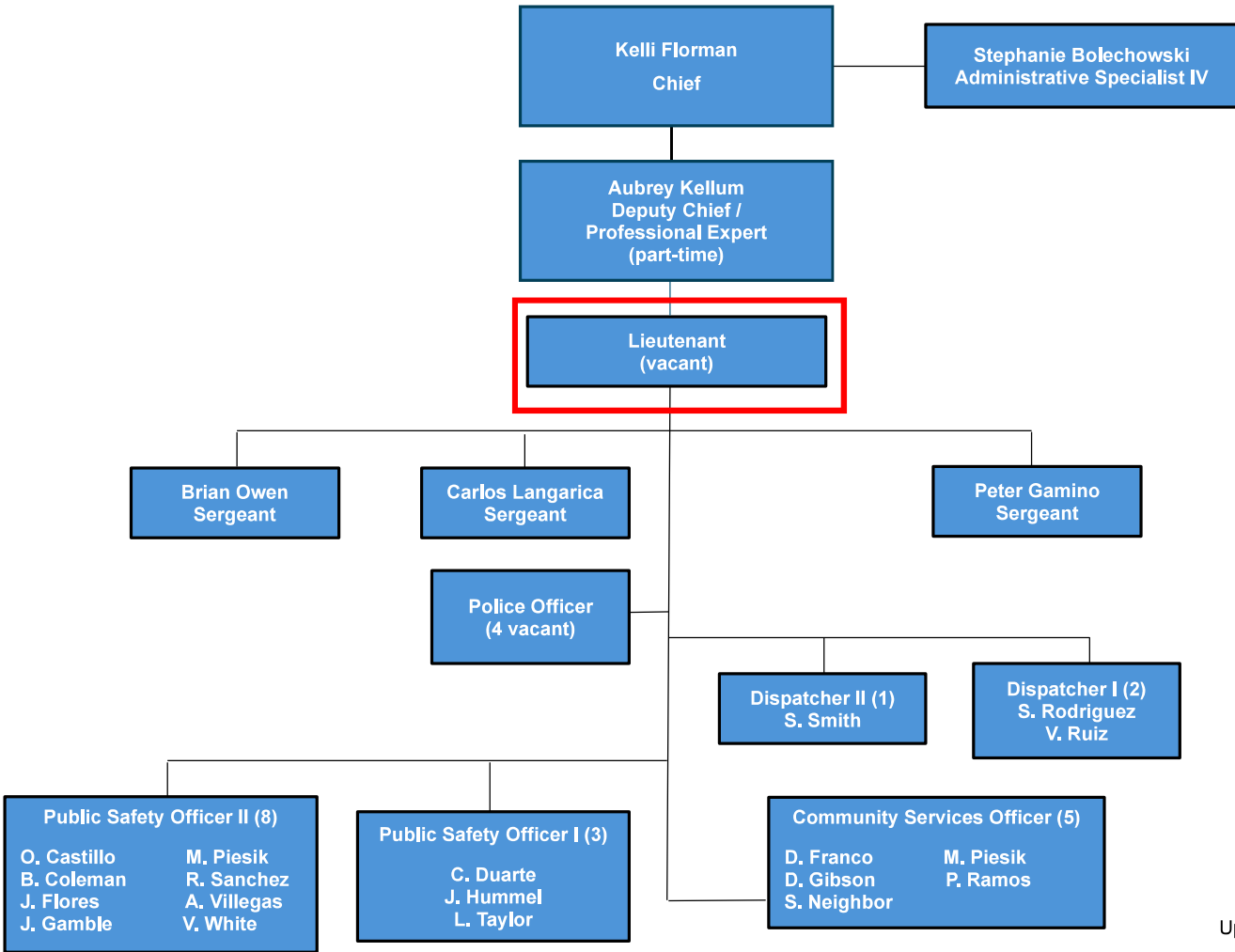
6. President/CEO: Dr. Martha Garcia Martha Garcia January 20, 2026

**MT SAN ANTONIO COLLEGE
SALARY AND BENEFITS PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	TITLE	NAME	FUND	ACCOUNT PERCENT	TOTAL SALARY	FRINGE BENEFIT ACCTS						TOTAL BENEFITS	FY 25-26 Jul-Jun (12 mos)	Funding Source	
									321000 PERS	331000 OASDI	335000 MEDI	341000 H&W	351000 SUI	361000 W/C				
Budget of Original Position																		
MC9979	1.000	MN	15	Lieutenant, Police and Campus Safety	Vacant	11000	53.48%	90,120	24,378	5,587	1,307	11,819	45	1,181	44,317	134,437	(A)	UGF
MC9979	1.000	MN	15	Lieutenant, Police and Campus Safety	Vacant	17631	46.52%	78,392	21,205	4,860	1,137	10,281	39	1,027	38,549	116,941	(B)	Parking
TOTAL								168,512	45,583	10,447	2,444	22,100	84	2,208	82,866	251,378	(A) + (B)	

Assumptions: The salary calculations include the negotiated increase of 8.22% and 1.07% for Management employees. It also includes Health and Welfare rates for 2025-26.

Police & Campus Safety Organizational Chart October 2025



Updated 10/14/25

LIEUTENANT, POLICE AND CAMPUS SAFETY

DEFINITION

Under administrative direction, this position will perform administrative and technical work for the Police and Campus Safety Department and participate in the overall management and supervision of Police and Campus Safety Department in the development of goals, priorities, objectives, and procedures. In the absence of the Chief, Police and Campus Safety (Chief), the Lieutenant will assume command of the department, when directed. The Lieutenant will also assist in planning, organizing, managing, and providing administrative direction and oversight for major programs, functions, and activities of the Police and Campus Safety Department and assist in coordinating assigned activities with other College departments, divisions, outside agencies, and the public.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a management classification in the Police and Campus Safety Department. The incumbent is responsible for planning patrol, public service, and investigative functions or administrative support activities, including assisting the Chief in formulating policy and developing goals and objectives. Assists in planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as skill in coordinating departmental work with that of other College departments. Responsibilities include performing and directing many of the department's day-to-day operational functions. At the direction of the Chief, may assume command in the absence of the Chief.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, manages, and oversees the day-to-day operations and activities of the Police and Camus Safety Department.
2. Assists in directing, managing, and participating in the development and implementation of goals, objectives, policies, and priorities for the department; recommends appropriate service and staffing levels and administers policies and procedures.
3. Provides administrative management, leadership, and motivation to departmental personnel to facilitate the delivery of focused quality service to the campus community.
4. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Chief; directs the implementation of improvements.
5. Participates in the development and administration of the department's annual budget; assists in the forecast of additional funds needed for staffing, equipment, supplies,

- and materials; assists in the monitoring of and approval of expenditures; implements adjustments as necessary.
6. At the direction of the Chief, oversees the maintenance of Clery Act mandated crime reporting; publishes and disseminates the mandated information; maintains the department's website for this purpose.
 7. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Chief.
 8. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to departmental programs, policies, and procedures, as appropriate.
 9. Monitors legal, regulatory, technological, and societal changes, and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
 10. Investigates and resolves problems with requests for services or complaints regarding Police and Campus Safety functions; conducts internal investigations of complaints from officers and/or the public, mediates any conflicts or disputes with department personnel or the public, and takes appropriate action to ensure a timely and equitable resolution when first-line supervisors are unable to do so.
 11. In collaboration with College partners, plans and coordinates campus event management, including security, traffic/parking planning, and staffing. Interacts with Technical Services to ensure appropriate numbers of contract security/law enforcement personnel are deployed for events.
 12. Develops cooperative working relationships with representatives of other local public safety departments; represents the College and department in meetings with members of other public and private organizations, business, educational and community groups, and the public.
 13. Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing the organizational structure and protocols of the Standardized Emergency Management System (SEMS). Plans, organizes, and initiates bi-annual Emergency Operations Center (EOC) and tactical exercises with our law enforcement partners and City of Walnut emergency operations personnel.
 14. Selects, trains, motivates, and directs the assigned department 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; responds to staff questions and concerns.
 15. Supervises and may participate in patrol, enforcement, and providing security for events and functions.
 16. Directs investigations, makes arrests, files criminal complaints, and detects and prevents criminal activity.
 17. Participates in regular training related to the conduct and methods of community policing, anti-bias, cultural responsibility, conflict avoidance, and de-escalation.
 18. Provides leadership and demonstrates by example a community policing model that emphasizes a "guardian" rather than a "warrior" mindset, focusing on creating and strengthening relationships with the campus community, participating in shared governance, and using problem-solving approaches to law enforcement.

19. Attends and participates in campus activities not involving a “police response” or other formal public safety-related activities, such as participating in student events when invited, in town hall, convocations, and other similar events where informal or social interactions with other campus stakeholders are possible.
20. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
21. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
22. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
23. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
24. 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.
25. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
26. May perform the full range of duties of a Sergeant, Police and Campus Safety.
27. 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, socially just, anti-racist, and accessible academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
3. Principles and practices of budget administration.
4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
5. Functions, services, and funding sources of a college campus public safety department.
6. Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the department.
7. Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property.
8. Safety practices and equipment related to the work; investigation and identification techniques and equipment.
9. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
10. General principles of risk management related to the functions of the assigned area.
11. Recent and current events and sources of information related to the operations of a college campus public safety department.

12. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
13. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
14. 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, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. 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.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. 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.
5. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
6. Demonstrate ability to function in a community policing focused organization.
7. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
8. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
9. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
10. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
11. Effectively represent the department and the College in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
12. 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.
13. Communicate effectively through various modalities.
14. Establish and maintain a variety of filing, record-keeping, and tracking systems.
15. 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.
16. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Possession of an Advanced Certificate issued by the California Commission on Peace Officer Standards and Training (POST), and
2. Four (4) full-time equivalent years of recent law enforcement experience; and
3. Two (2) full-time equivalent years of supervisory experience in public safety or law enforcement services at the rank of Police Sergeant or higher.

Desirable Qualifications:

1. Possession of a Supervisory Certificate issued by the California Commission on Peace Officer Standards and Training (POST).
2. 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 Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
3. 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 Institution (AANAPISI).

Licenses and Certifications:

Possession of, or ability to obtain and maintain the following:

1. Current eligibility for appointment as a California Peace Officer, including a valid POST Basic Certificate or completion of the requalification course within the last three years prior to hire.
2. Advanced Certificate issued by the California Commission on Peace Officer Standards and Training (POST).
3. The incumbent is required to drive regularly to a variety of locations and attend meetings and conferences (on and off campus). This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.
4. American Red Cross First Aid, CPR, and Automatic External Defibrillator certification.
5. This position requires the incumbent to satisfactorily complete the Campus Law Enforcement course approved by the Commission on Peace Officer Standards and Training (POST) per Penal Code 832.3 within two years of the date of first employment. In order to maintain employment with the College, the incumbent must maintain valid peace officer certification with POST.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain POST physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; to operate a motor vehicle and to visit various College and meeting sites; vision to maintain firearms qualification and to read printed materials and a computer screen;

and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing, and descending structures to access crime scenes and identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate Police and Campus Safety services equipment. 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 up to 50 pounds and objects weighing more than 50 pounds with assistance.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures as well as California Penal Codes and Vehicle Codes.

Amended: 10/2022; 8/2023; 2/2025