

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

Not on Prioritization  
List

(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: 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: Danae Yoshikawa Last date of employment: November 8, 2025  
Reason for vacancy: separation Board Agenda 11/19/2025  
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 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 % ~~\$39,960.42~~ \$71,050  
Account Number: 11000-311020-253000-010200-2100 Amount: 50 % ~~\$39,960.42~~ \$71,050  
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):  
1. Requesting Manager: Brad Foyil Brad Foyil 11/26/25  
Kelly Fowler, Ph.D. Kelly M. Fowler 1/14/26  
2. Division Vice President: \_\_\_\_\_  
3. Applicable Human Resources Manager: Stacy Manfredi TDH 1/15/2026  
Received by Fiscal Services on 1/15/2026  
4. Chief Compliance/Budget Officer: \_\_\_\_\_ Rosa Royce 01/22/26  
Initial \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by the President's Cabinet, the following action was taken on the above request:  
5. Vice President, Human Resources: Recommend to fill Yes No (see attached rationale) \_\_\_\_\_  
 Approved to fill immediately  Approved to fill (enter date) \_\_\_\_\_  Denied  
6. President/CEO: Martha Garcia Dr. Martha Garcia February 6, 2026

## **LIVESTOCK OPERATIONS SPECIALIST**

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned managerial personnel. May provide technical and functional oversight and training to staff and temporary employees.

### **CLASS CHARACTERISTICS**

This is a journey-level classification responsible for participating in the daily operations, services, and maintenance activities of the College's animal sciences 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 animal sciences laboratory facilities. 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 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 sciences laboratory facilities.
4. Oversees, develops, and implements production, breeding, feeding, healthcare, and safety of the farm animals; monitors and ensures smooth and efficient operations and activities related to the 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 laboratory facilities.

6. Trains and provides work direction and guidance to temporary employees and staff; prepares work schedules, assigns duties, and reviews work for accuracy, completeness, and compliance with established standards and procedures; ensures temporary employees' and staff's understanding of safety practices and procedures.
7. Provides instructional support services for the 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 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 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 best management practices of the animal sciences laboratory facilities; 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 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. Maintains regular attendance.

22. 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 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 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. Coordinate, oversee, and participate in the operations, services, and maintenance activities of the animal sciences laboratory facilities.
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 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 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. Communicate effectively through various methods.
17. Understand scope of authority in making independent decisions.
18. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

1. Equivalent to an 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 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:**

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 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. In addition to the above, as this position is located in the 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.

Amended: 10/2024

**EZ Salary Projection FY 2025-26  
(50% or more FTE)  
Vacancy Status**

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%
<b>Total Annual Cost (Salary and Benefits)</b>	<b>\$141,994</b>

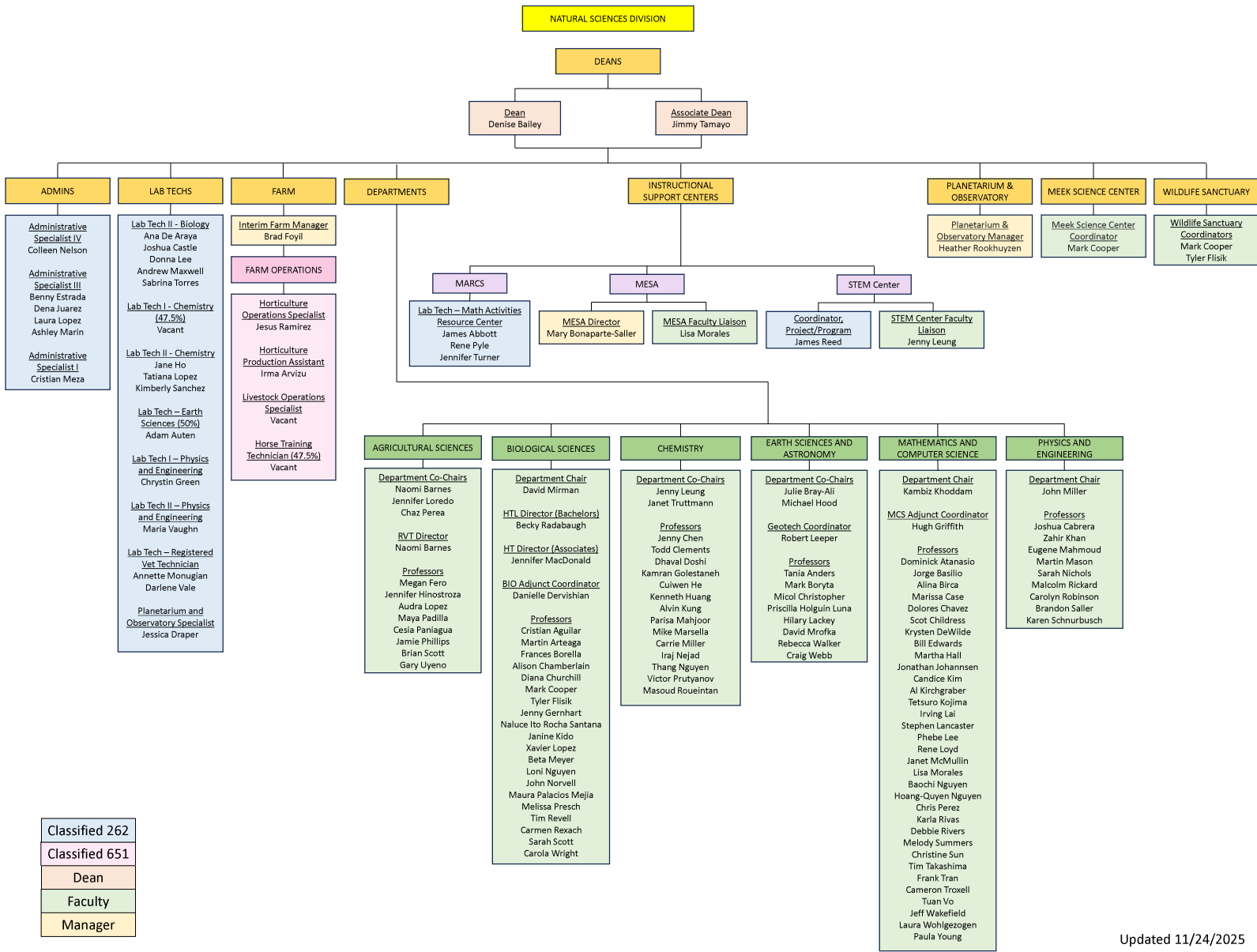
*For Salary Ranges, please refer to the Human Resources*

*Website/Salary Schedules:*

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

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

Revised 11.17.25 (included 3.00% in CSEA 262, CSEA 651)



Classified 262  
 Classified 651  
 Dean  
 Faculty  
 Manager

## Personnel Transactions

### CLASSIFIED EMPLOYMENT

#### New Hire(s)

Name	Position	Department/Division	Range	Step	Job FTE/Term	Effective	Annual Salary
Gastelum, Armando	Student Services Program Specialist II	Dual Enrollment	A-079	3	1.000/12 months	11/10/2025	\$74,517.60
Gonzalez, Lorraine	Administrative Specialist III	Behavioral Health Services	A-081	2	1.000/12 months	10/27/2025	\$72,395.76*
Hammond, Amelia	Accompanist	Music	A-088	1	1.000/10 months	11/03/2025	\$61,601.80
Moss, Melissa	Coordinator, Grants	Grants Office	A-118	1	1.000/12 months	10/20/2025	\$99,635.52
Nguyen, Dan	Coordinator, Project/Program	School of Continuing Education	A-095	1	1.000/12 months	11/17/2025	\$79,254.60*

#### Permanent Change(s) in Assignment(s)

Name	Position	Department/Division	Range	Step	Job FTE/Term	Effective	Annual Salary
Juarez, Dena	Administrative Specialist III	Natural Sciences	A-081	6	1.000/12 months	07/01/2025	\$87,997.20
Miller, Cheri	Laboratory Assistant, Child Development Observation	Child Development Center	A-045	6	0.700/10 months	07/01/2025	\$35,876.54

#### Promotion(s)

Name	Position	Department/Division	Range	Step	Job FTE/Term	Effective	Annual Salary
Kataoka-Owens, Ashley	Administrative Specialist III	Adult Basic Education	A-081	3	1.000/12 months	10/13/2025	\$76,015.68

#### Temporary Change(s) in Assignment(s)

Name	Position	Department/Division	Range	Step	Job FTE	Effective	Monthly Salary
Bunds, Teresa	Administrative Specialist III	Technical Services	A-081	5	1.000	10/15/2025-02/28/2026	\$6,983.93
Gaytan-Lopez, Areli	Library Technician	Library, Learning Resources, and Distance Learning	A-071	3	0.625	11/03/2025-06/30/2026	\$3,584.14
Lawenko, Lester	Coordinator, Project/Program	Tutorial Services	A-095	6	1.000	11/07/2025-01/09/2026	\$8,429.27
Nairne-Proulx, Marchelle	Administrative Specialist III	Library, Learning Resources, and Distance Learning	A-081	6	1.000	10/27/2025-03/27/2026	\$7,333.10
Olivas, Ashley	Administrative Specialist II	Technology and Health	A-075	4	0.700	11/10/2025-04/10/2026	\$4,386.10

#### Retirement(s)

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

Name	Position	Department/Division	Effective
Barkman, John	Research Analyst	Research and Institutional Effectiveness	12/31/2025
Gabriel, Alma	Admissions and Records Specialist I	Admissions and Records	12/31/2025
Hobson, Craig	Coordinator, Printing Services	Information Technology	12/31/2025
Stevens, Carole	Administrative Specialist IV	Humanities and Social Sciences	10/18/2025

#### Separation(s)

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

Name	Position	Department/Division	Effective
Gonzalez Perez, Italo	Custodian I	Custodial Services	10/15/2025
Yoshikawa, Danae	Livestock Operations Specialist	Natural Sciences	11/08/2025

\*Restricted General Fund