

March 17, 2026

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 Position approved at 3/17/26 PC Meeting

Temp Special Projects Administrator (see [AP 7135](#)) Out-of-Class Assignment

A Position: Dean, Counseling FTE (%): 1.0
 Division: Student Services Department: Counseling
 Term (month/year): 12 month Salary Schedule (Range): 21
 Work Schedule (Days, Hours): Monday - Friday, 8:00 AM - 5:00 PM

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
 Incumbent name: Francisco Dorame Last date of employment: 06/30/2026
 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):**
 see attached
Area Vice President Initials: MC

D **Budget information to fund this position:**
 Account Number: 11000-510000-121000-631000-1200 Amount: 100 % \$ 278,641
 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: _____
 2. Division Vice President: Melba Castro *Melba Castro* 12/22/25
 3. Applicable Human Resources Manager: _____ *Stacy Manfredi* TDH 3/24/26
 4. Chief Compliance/Budget Officer: _____
 5. Vice President, Human Resources: Recommend to fill Yes 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: _____

To be completed prior to beginning the Request to Fill (RTF) Process: (See page 5 for Out-of-Class Request to Fill Process)

1. The requesting manager follows the chain of command to consult with the division Vice President (VP) to ensure the position is appropriately classified, budgeted (including funding source), and operationally necessary. The RTF form should be completed after confirming support from the division VP (including items 1 a & b if applicable).

Additional processes are required for the following situations:

- a. **Requests for a new or revised job description** – Consult with Human Resources (HR).
The HR Analyst assigned to Classification/Reclassification will collaborate with the Associate VP, Human Resources, and the requesting manager to analyze the essential functions required for the position to determine if a new or revised job description is necessary, this includes a compensation study. HR will also advise of any collective bargaining-related obligations or other required processes.
 - i. The requesting manager is responsible for ensuring their chain of command, including the division VP, knows of and approves of the new or revised job description language. The division VP may be asked to speak to the position/job description when seeking approval from President’s Cabinet (PC).
 - ii. **An approved job description must be attached to all RTFs.** HR is responsible for managing the job description approval workflow. HR will notify the requesting manager of the approval status. Do not submit an RTF if a position classification or job description revision is in process.
- b. **Position requests that require a new, never used** (never filled position that was budgeted before the most recent New Resource Allocation), **or a change to the existing budget** – Consult with President’s Cabinet. The Division VP will communicate the position scenario and provide backup documentation (including a budget worksheet prepared by Fiscal Services) at PC. The VP should also bring a copy of an RTF with sections A-D completed (the requesting manager should fill in as much information as possible); signatures are not required at this point. Afterward, proof of the preapproval will be indicated on the top of the RTF “Approved President’s Cabinet (date)” and/or documentation that clearly states the President/CEO approved the new or revised position budget will be provided.

Common preapproval scenarios include:

- i. New position requests that require total (i.e., New Resource Allocation or immediate/emergent need request) or partial (i.e., the existing budget will be reallocated to cover some of the cost for the new position) funding.
- ii. New position requests that will be funded entirely by reallocating funds from an existing budget.
- iii. A position with newly requested funding (i.e., New Resource Allocation or immediate/emergent need request), such as a position previously funded by a grant or temporary funds.
- iv. A budgeted position that has never been filled, excluding those funded by the most current New Resource Allocation.

Position/budget preapproval does not equate to starting the recruitment process. The RTF must go through the full process outlined under the “Completing the Request to Fill form” section before the recruitment process can begin.

Completing the Request to Fill form (all sections require completion):**Section A – Basic Position Information:**

1. All items in this section must be completed. This information is used to post the position laterally (if applicable) and on the employment website.
 - a. Only the position title listed on the approved job description should be used. “Interim” or “Acting” should be added in front of the title when applicable for management positions.

- b. Ensure the FTE listed aligns with the budgeted amount.
- c. Confirm the salary range on the appropriate [salary schedule](#).
- d. Be sure to state the work schedule at the time of hire (e.g., *Mon-Thur, 8am-5pm, & Fri 8am-4:30pm*).

Section B – Previously or Never Filled Position Information (choose one of the two options):

1. Indicate if this is a “**Previously Budgeted Position - Vacant** (Incumbent Separated/Separating)”.
 - a. Choose this option if the incumbent in the position has separated or will separate (e.g., retirement, resignation, etc.) from the College. HR will verify that a separation form (via SmartSheet) is on file.
2. Indicate if this is a “**Newly or Previously Budgeted Position - Never Filled**”.
 - a. Choose this option if you received budget approval from the President’s Office for this position and it has never been filled. State the fiscal year that approval was received. Indicate the funding source such as New Resource Allocation (e.g., *NRA 13*), Grant (e.g., Title V), etc. **Documentation confirming budget approval from the President must be attached to the RTF form.**

Section C – Position Rationale:

1. A written justification, including the operational need (list the core duties, do not reiterate the job description) and the anticipated impact on the department/division/College if the position remains unfilled, is required for all RTFs (new and currently budgeted positions). **Attach the current and/or proposed organizational chart** and additional documentation as needed.
 - a. It is important for the division VP to understand the justification. The position justification discussion should occur during the initial discussion with the VP before completing the RTF. This ensures that the division VP is fully informed about the position and can confidently explain the content/context of the RTF during PC meetings.
 - b. The division VP must initial Section C to indicate they have reviewed the written justification.

Section D – Funding Information:

1. Include the full account string/s (Fund-Organization-Account-Program-Activity Code), the FTE percentage to be charged to the corresponding account string, and the dollar amount associated with the FTE percentage for the applicable salary range.
 - a. Position amount - use the EZ Salary Projection Form on the [Fiscal Services Forms and Reference Documents](#) webpage for replacement positions. Use the budget worksheet prepared by Fiscal for new/amended positions.
2. Indicate all applicable fund types.
 - a. If Categorical, Grants, or Temporary funds are being used you must indicate if the annual renewal of this position is contingent upon the College’s receipt of continued funding and the duration of the funds.
3. Use the comment section to state any anomalies with the budget used to fund the position. (E.g., *received pre-approval to use funds from a vacant Administrative I position to fund this Administrative II position. Additional funding was received on NRA 12.*)
4. “Fiscal Use Only” - completed when the form is routed to the Chief Compliance/Budget Officer for signature.

Section E - Signatures

1. **All signatures are required in the order listed.** The manager requesting to fill the position signs the **Requesting Manager** signature line. If the Division VP is also the requesting manager, the Division VP should sign both areas.
2. **Division Vice President** signature requests should be sent to the Division Executive Assistant II.

- a. Division VP reviews the request and verifies that the position meets the department/division needs. The VP then approves/denies the RTF.
 - b. The Division VP's Executive Assistant will forward the signed RTF to the Manager, Recruitment and Employment and the Coordinator, Project/Program supporting Recruitment Services.
3. The **Manager, Recruitment and Employment** will work with various personnel to analyze the RTF (excluding budget/funding information), resolve discrepancies, and provide additional information to the VPHR as needed. E.g., verify separation paperwork received for "replacement" requests, analyze org chart and position requested, etc.
- a. The Manager, Recruitment and Employment, or the Coordinator, Project/Program supporting Recruitment Services, will forward the RTF to Fiscal Services (applicable Fiscal Specialists).
4. The **Chief Compliance/Budget Officer** will review account information, confirm the position and contract numbers, and determine current or future budget availability.
- a. The applicable Fiscal Specialists will verify the budget information and add the position and contract numbers before requesting the Chief Compliance/Budget Officer's signature. The applicable Fiscal Specialist will consult with the Division VP's office if the budget information is incomplete or incorrect. This may result in returning the form for correction.
 - b. After obtaining the Chief Compliance/Budget Officer's signature, the Fiscal Specialists will forward the RTF to the Manager, Recruitment and Employment, and the Coordinator, Project/Program supporting Recruitment Services, who will prepare the RTFs for the Vice President, Human Resources Signature.
5. The **Vice President, Human Resources** (VPHR) will sign the RTFs after the Associate Vice President, Human Resources has reviewed them.
- a. The Manager, Recruitment and Employment, and the Coordinator, Project/Program supporting Recruitment Services work with the applicable Executive Assistants in Human Resources to obtain the necessary review and the VPHR signature.
 - b. The Executive Assistants to the VPHR will contact the applicable VP's office to ensure the division VP is still interested in moving forward with the RTF. This ensures circumstances have not changed between when the division VP signed the RTF and when it will be sent to the President's office to be added to the agenda for the next scheduled PC meeting.
 - c. RTFs that have completed the full process above by 4:00 p.m. on Wednesday, will be forwarded by the Executive Assistant II to the VPHR, to the Director, Office of the President and Board of Trustees. The RTF discussion will be added to the agenda for the next PC meeting (typically on Tuesday mornings).
6. The **President/CEO** will evaluate the RTF to ensure it meets the needs of the College and its institutional goals; consult with the applicable VP if needed (rationale for filling the position); determine whether the RTF is approved to fill or denied; and sign the RTF.
- a. The Director, Office of the President, and Board of Trustees will forward the signed RTFs to the Executive Assistant II to the VPHR and note the outcome in PC notes.
 - b. Reasoning for denial may vary (budgetary reasons, need to modify the position, position on hold until further notice, etc.). HR will communicate the denial to the requesting manager; however, the Division VP will also have insight.

Concluding the RTF Process

1. Human Resources will notify Fiscal Services of the decision made at PC.
2. An HR Technician will be assigned to continue the recruitment process for approved RTFs. They will work with the requesting/hiring manager to ensure compliance with applicable Recruitment and Hiring Administrative Procedures.

Out-of-Class (OOC) Assignments

Out-of-class assignments may be requested to fill a position due to a vacancy, the incumbent being on leave, or back-filling for an incumbent working out of class. The requesting manager should follow the chain of command to consult with the division Vice President (VP) to ensure support for the out-of-class assignment rationale.

Section A – Basic Position Information:

1. All items in this section must be completed. This information is relative to the position to be filled.
 - a. Only the position title listed on the approved job description should be used.
 - b. Ensure the FTE listed aligns with the budgeted amount.
 - c. Confirm the salary range on the appropriate [salary schedule](#).
 - d. Be sure to state the work schedule at the time of hire (e.g., *Mon-Thur, 8am-5pm, & Fri 8am-4:30pm*).

Section B – Out-of-Class Reasoning (check one of the three options)

1. Check “Incumbent on Leave” if the incumbent is on leave approved by Human Resources (medical or administrative).
2. Check “Vacancy” if the incumbent in the position has separated or will separate (e.g., retirement, resignation, etc.) from the College. HR will verify the separation. Complete the “Previously Budgeted Position” information. Also, check this box if you received budget approval from the President’s Office for a new position, and it has never been filled. Complete the “Newly or Previously Budgeted Position” information. Documentation confirming budget approval from the President must be attached to the RTF form.
3. Check “Back-Fill” if the incumbent is currently serving in an OOC assignment.

Section C – Position Rationale:

1. A written justification, including the operational need (list the core duties, do not reiterate the job description) and the anticipated impact on the department/division/College if the position remains unfilled, is required for all RTFs. Attach the current organizational chart and additional documentation as needed.
 - a. It is essential for the division VP to understand the justification. The position justification discussion should occur during the initial discussion with the VP before completing the RTF. This ensures that the division VP is fully informed about the position and can confidently explain the content/context of the RTF during PC meetings.
 - b. The division VP must initial Section C to indicate they have reviewed the written justification.

Section D – Funding Information:

1. Leave this section blank.

Section E - Signatures

1. **Signatures are required in the order listed.** Out-of-Class RTFs are not forwarded to Fiscal Services. Fiscal Services will receive notification with back-up documentation/information via a Change of Status form once the OOC assignment has been confirmed. The manager requesting to fill the position signs the **Requesting Manager** signature line. If the Division VP is also the requesting manager, the Division VP should sign both areas.
2. **Division Vice President** signature requests should be sent to the Division Executive Assistant II.
 - a. Division VP reviews the request and verifies that the position meets the department/division needs. The VP then approves/denies the RTF.
 - b. The Division VP’s Executive Assistant will forward the signed RTF to the HR Analyst assigned to HRIS processes for Unit A OOC assignments or to the Manager, Recruitment and Employment, and the Coordinator, Project/Program supporting Recruitment Services for Unit B and Confidential OOC assignments.

3. The **applicable HR Manager** or designee will work with various personnel to verify the information on the RTF and resolve discrepancies. This includes but is not limited to verifying separation or new funding paperwork for vacancies and confirming an incumbent's leave status.
 - a. Unit A OOC assignments – the **Senior Director, Labor Relations and Employee Services**, and the HR Analyst assigned to HRIS processes.
 - b. Unit B and Confidential OOC assignments – **Manager, Recruitment and Employment**, and the Coordinator, Project/Program supporting Recruitment Services.
 - c. The applicable manager or designee will forward the RTF to the Executive Assistant II to the VPHR to obtain the necessary review and the VPHR signature.
4. The **Vice President, Human Resources** (VPHR) will review and sign the RTF.
 - a. RTFs that have completed the full OOC RTF process above by 4:00 p.m. on Wednesday will be forwarded by the Executive Assistant II to the VPHR, to the Director, Office of the President and Board of Trustees. The RTF discussion will be added to the agenda for the next PC meeting (typically on Tuesday mornings).
5. The **President/CEO** will evaluate the RTF to ensure it meets the needs of the College and its institutional goals; consult with the applicable VP if needed (rationale for filling the position); determine whether the RTF is approved to fill or denied; and sign the RTF.
 - b. The Director, Office of the President, and Board of Trustees will forward the signed RTFs to the Executive Assistant II to the VPHR and note the outcome in PC notes.
 - c. Reasoning for denial may vary (budgetary reasons, need to modify the position, position on hold until further notice, etc.). HR will communicate the denial to the requesting manager; however, the Division VP will also have insight.

Concluding the OOC RTF Process

1. Unit A OOC assignments – The HR Analyst assigned to HRIS processes will present the RTF and rationale to the VPHR and the Classified School Employees Association, Chapter 262 (CSEA 262) President for discussion. Upon reaching a mutual agreement, a Side Letter will be routed to the CSEA 262 President and the College President/CEO for signature.
 - a. The HR Analyst assigned to HRIS processes will provide the requesting manager with the earliest possible start date and notify them to submit a Change of Status form.
2. Unit B OOC assignments – The Manager, Recruitment and Employment, and/or the Coordinator, Project/Program supporting Recruitment Services will assign an HR Technician to begin the process outlined in Article 11.D. of the CSEA, Chapter 651 Collective Bargaining Agreement.
3. Consult with the Manager, Recruitment and Employment, or the Coordinator, Project/Program supporting Recruitment Services if you have questions regarding interim ([AP 7122](#)) management assignments or Confidential position OOC assignments.

Dean, Counseling

Rationale/Operational need for and consequence of not, filling this position:

The Dean of Counseling is a critical management position that provides comprehensive leadership and oversight for the counseling department comprised of 37 full-time counselor faculty and 43 adjunct counselor faculty, ensuring that students receive consistent, high-quality academic, career, and personal guidance. In addition to departmental leadership, the Dean oversees key student success programs including Career Services, Transfer Center, TRIO Program, Rising Scholars, Completion, GRASP, and Bridge. Each of these initiatives plays a vital role in supporting diverse student populations, addressing equity gaps, and guiding students through successful pathways to completion, transfer, and career readiness. Without dedicated leadership in this position, the college risks fragmentation of services, diminished support for vulnerable student groups, and reduced effectiveness in meeting institutional goals for student achievement. Filling this role is essential to sustaining the infrastructure that ensures students have the counseling, resources, and programs necessary to thrive academically and personally at Mt. SAC.

DEAN, COUNSELING

DEFINITION

Under administrative direction, plans, organizes, controls, and provides administrative direction and oversight for all operations, activities, programs, and services of the Counseling Department; oversees department-wide planning and program development in accordance with missions, goals, and objectives of the District and department; coordinates assigned functions and programs with other District divisions, departments, officials, outside agencies, and the public; fosters cooperative working relationships among District divisions and departments and with various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Student Services in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Student Services. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a Dean classification that oversees, controls, and directs all functions, programs, and activities of the Counseling Department, including short- and long-term planning and program development, and administration of departmental policies, procedures, and programs. This class provides assistance to the Vice President, Student Services in a variety of administrative, management, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions 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 divisions, departments, and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning, goals, and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes full management responsibility for all Counseling functions, programs, services, and activities.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
3. Oversees and is responsible for department-wide planning and program development in accordance with missions, goals, and objectives of the District and department; oversees administration and monitoring of assigned department programs and services to ensure compliance with established standards and requirements;

- develops, analyzes, and implements programs and services to meet student needs; oversees development and implementation of new programs, services, and activities.
4. Oversees the coordination of communications, personnel, resources, schedules, and information to meet the needs of the Counseling Department and enhance the effectiveness of assigned programs and services.
 5. Manages, develops, and administers the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
 6. Selects, trains, motivates, and directs 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; implements discipline and termination procedures; responds to staff questions and concerns.
 7. Oversees the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and District 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; directs the implementation of change.
 8. Directs the maintenance of high school, college, and university articulation agreements; plans, organizes, controls, and directs activities to provide advice, support, and assistance to students in enrolling at the District and applying and transferring to universities; coordinates and directs services to facilitate student understanding of high school to District enrollment and District to university transfer processes.
 9. Monitors and analyzes counseling programs and services for educational and operational efficiencies; directs and participates in compiling, assembling, and analyzing student outcome information.
 10. Collaborates with administrators in the development and implementation of District enrollment, graduation, and transfer goals, objectives, strategies, and activities; plans, organizes, and directs outreach functions to enhance transfer rates of underrepresented students to four year universities.
 11. Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning department operations and activities; provides detailed and technical information concerning department programs, services, curriculum, and courses.
 12. Coordinates department programs, services, and communications between administrators, faculty, staff, other divisions and departments, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of department activities.
 13. Oversees and participates in conducting a variety of analytical and operational studies regarding departmental and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
 14. Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the Counseling Department.

15. Attends and participates in professional group meetings and various District committees and advisory boards; stays abreast of new trends and innovations related to the area of assignment.
16. Directs and facilitates the preparation and maintenance of a variety of records and departmental files.
17. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
18. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Student Services.
19. Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
20. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
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 high-level 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, and local policies and Board Policies and Administrative Procedures.
25. 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.
26. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
27. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
3. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of enrollment, counseling, and transfer programs, services, plans, strategies, processes, systems, projects, goals, and objectives.
5. Curriculum standards, requirements, assessments, and counseling and advising techniques and strategies related to assigned functions, programs, and services.

6. Technical, legal, financial, and public relations issues associated with the management of District academic departments and programs.
7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
8. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
9. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
10. Modern office practices, methods, and computer equipment and applications.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for effectively representing the District 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 dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic 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 functions and program areas.
5. Provide administrative and professional leadership and direction for the department and the District.
6. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
7. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
8. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
9. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. Effectively administer a variety of departmental functions, programs, projects, and administrative activities.
12. Conduct effective negotiations and effectively represent the department in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.

13. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
14. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
15. Establish and maintain a variety of filing, record keeping, and tracking systems.
16. 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.
17. Operate modern office equipment including computer equipment and specialized software applications programs.
18. Use English effectively to communicate in person, over the telephone, and in writing.
19. Understand scope of authority in making independent decisions.
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 a Master's degree from a regionally accredited college or university with major coursework in education, counseling, or a related field; and
2. Seven (7) years increasingly responsible experience involving leadership of counseling, advising, and/or student services programs.

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 a standard office and classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen;

and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023

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

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	NAME	ACCOUNT PERCENT	FY 26-27 Jul-Jun (12 mos)	Funding Source
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Budget of Original Position

MA9978	1.000	MN	21	3	12	Dean, Counseling	Vacant	100.00%	278,641	UGF
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Estimated Cost of a Dean, Counseling \$ 278,641

Assumptions:

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

This projection is a working document for the Budget Manager's analysis only and is not official. It may not be used for funding requests to President's Cabinet unless the department requests and receives an official, signed version approved by the Chief Compliance Officer and College Budget Officer and the Vice President of Administrative Services

MT. SAN ANTONIO COLLEGE
Dean of Student Services Department
2025-26
Office of the Dean, Counseling
Dean
Counseling
Francisco Dorame

Admin Specialist IV
Vacant

GRASP
 Coordinator
 Sapule Taamilo

EAB Navigate
 Director
 Vacant
 Business Analyst
 Kenny Yen
 Systems Analyst/
 Programmer
 Caron Gomes
 Project/Program
 Coordinator
 Yolanda Haro

Classified Staff
 SS Project Specialist II
 Stacy Lee
 Administrative
 Specialist III
 Maria Wood
 Administrative
 Specialist III
 Allen Nguyen
 Administrative
 Specialist II
 Minerva Gonzalez
 Administrative
 Specialist II
 Shirley Huynh

Counseling Center

Department Chair Counseling Center Eddie Lee	Faculty Bernie Sanders	Faculty Mekit Molla
Faculty Alana Bachor	Faculty Elmer Rodriguez	Faculty Patricia Maestro
Faculty Allen Wang	Faculty Jamaika Fowler	Faculty Rudy Santacruz
Faculty Antoine Thomas	Faculty Jason Hayward	Faculty Sam Nassar
Faculty Bernadette Flameno	Faculty Jeremy Hart	Faculty Sara Mestas
Faculty Chan Ton	Faculty Jesse Lopez	Faculty Shane Poulter
Faculty Daisy Gutierrez	Faculty Jessica Valdez	Faculty Silver Calzada
Faculty Hideki Fukusimi	Faculty Julie Perez-Garcia	Faculty Stacie Nakamatsu
	Faculty Luis Echeverria- Newberry	Faculty Stanley Mbuthi
	Faculty Lupita Jimenez	Faculty Traci Ebue
	Faculty Mary Beth Barrios	Faculty Will Daland

MT. SAN ANTONIO COLLEGE
 Dean of Student Services department
 2025-26
Office of the Dean, Counseling
 Dean
 Counseling
 Francisco Dorame

Associate Dean
 Counseling
 Lina Soto

Administrative Specialist III
 Joy Clark

Rising Scholars

- Director
Joe Louis Hernandez
- Project/Program Specialist
Carlos Lopez
- Program Coordinator
Javy Ahedo
- Program Specialist
Kevin Gonzalez
- Administrative Assistant
Elsie Voong, PT

**ACES, TRIO,
Upward Bound**

- Director
Janette Mariscal
- Admin Specialist III
Elizabeth Estevez
- Coordinator
Vacant
- Academic Specialist
Upward Bound
Vacant
- Counselor
ACES
Belle Cuevas-Arella
- SS Project Specialist II
ACES (100%)
Vacant

Career Center

- Acting Director
Lizette Henderson
- Counselor/Coordinator
Emily Versace
- Career Specialist
Cristina Martinez
- Career Specialist
Edward Beanes
- Career Specialist
Vacant
- Administrative Specialist III
Rosa Asencio

**Transfer/Completion
Center**

- Director
Josh Loudon
- Transfer Specialist
Krystle Bybee
- Transfer Specialist
Paola Benitez-Ayala
- Transfer Specialist
Perla Partida
- Student Services Prog Spec II
Raul Cabral
- Student Services Prog Spec II
Kaylynn Lare
- Administrative Specialist, III
Selena Robles, PT