

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: Dr. Martha Garcia *Martha Garcia* March 30, 2026

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