

May 19, 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

NOT ON PRIORITIZATION LIST
Restricted Funding

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

A

Position: Manager, Campus Planning **FTE (%):** 100
Division: Administrative Services **Department:** Facilities Planning & Management
Term (month/year): 12 months/year **Salary Schedule (Range):** M-14
Work Schedule (Days, Hours): Mon-Fri, 8am-5pm

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: _____ Last date of employment: _____

Reason for vacancy: _____

Newly or Previously Budgeted Position - Never Filled

Fiscal Year Budget Approved: 2026-27 Budget Source (e.g., NRA, Grant Name): Restricted - Bond Funds

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 Manager, Campus Planning position is needed to support continuity of campus planning, facilities coordination, and implementation of long-range planning priorities associated with Mt. SAC 2035. The position will provide management support for campus planning efforts, space utilization, project coordination, regulatory compliance activities, and capital improvement initiatives. Failure to fill the position may result in reduced operational capacity within Facilities Planning & Management, delays in planning and coordination efforts, increased reliance on consultants, and challenges in supporting the College's long-term facilities, infrastructure, and strategic planning goals.

Area Vice President Initials: JD

D

Budget information to fund this position:

Account Number: 60001-771000-215000-710000-2100 Amount: 100 % \$ 246,605

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:** Joe Dominguez JD 5/16/26
2. **Division Vice President:** Joe Dominguez JD 5/16/26
3. **Applicable Human Resources Manager:** Stacy Manfredi TDH 5/18/26
4. **Chief Compliance/Budget Officer:** _____
5. **Vice President, Human Resources:** Recommend to fill ☒ Yes ☐ No (see attached rationale) JD 5/16/26
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:** _____

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

FTE equal or higher than 50%	
Description	Input
Select employee group	CM
Enter salary range	14
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$246,605

For Salary Ranges, please refer to the Human Resources

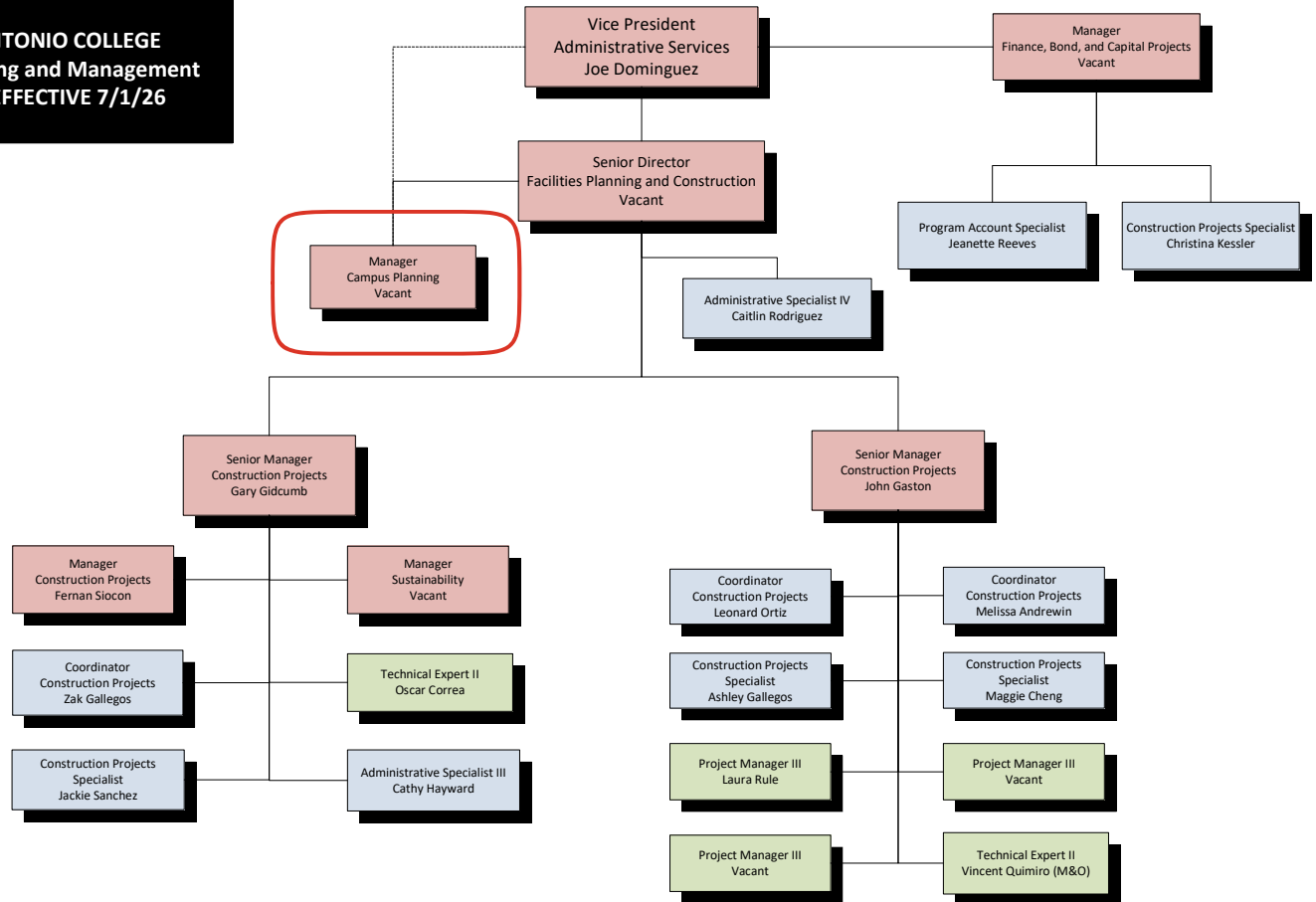
Website/Salary Schedules:

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

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

Revised 03.26.26 (included 3.00% in CSEA, CO, and 2.3% in MN)

Management
Professional Expert
Classified



MANAGER, CAMPUS PLANNING

DEFINITION

Under administrative direction, plans, organizes, and coordinates campus-wide facilities planning activities, capital project programming efforts, and space management operations. This position is the College's lead technical resource and central coordinator for facilities planning and capital outlay planning processes, including the development and maintenance of California Community Colleges Chancellor's Office (CCCCO) capital planning documents, such as Initial Project Proposals (IPP), Final Project Proposals (FPP), and Five-Year Construction Plans (5YCP). Provides technical leadership and coordination in support of environmental planning and compliance activities related to capital projects, including participation in processes associated with the California Environmental Quality Act (CEQA) and the tracking of mitigation measures, in collaboration with Facilities Planning and Management leadership, consultants, and regulatory agencies. Maintains the official campus space inventory and ensures the accuracy and integrity of facilities data systems used for state reporting and institutional planning. Coordinates architectural programming, planning studies, and project documentation for major and minor capital projects. The incumbent collaborates with campus stakeholders and external agencies to ensure facilities planning initiatives align with institutional priorities and operational needs. Supports the implementation of the College's Educational and Facilities Master Plan and related long-range planning efforts through data analysis, planning coordination, and capital planning support.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This position is within the classified administrator classification and is responsible for leading campus-wide facilities planning and space management activities that support the College's physical development and long-range institutional planning efforts. Responsibilities include performing diverse, specialized, and complex work involving the analysis of facility data, the development of planning documentation, the coordination of architectural programming activities, and the preparation of technical reports to support institutional planning and capital project development. Successful performance of the work requires a strong professional background in facilities planning and higher education planning processes, as well as the ability to exercise sound judgment and make independent decisions within established guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Coordinates and supports the development, preparation, and submission of capital planning documents required by the California Community College Chancellors Office (CCCCO), including Initial Project Proposals (IPP), Final Project Proposals (FPP), Five-Year Construction Plans (5YCP), scheduled maintenance submissions, and related

- capital outlay planning documentation and supports the review, update, and implementation of campus and site-specific master planning documents.
2. Conducts space utilization analyses, capacity/load ratio studies, and enrollment-based planning assessments to inform capital project development and facilities planning strategies.
 3. Coordinates the architectural programming process for capital projects by collaborating with campus stakeholders to identify space needs, functional requirements, and alignment with state space utilization standards and higher education institutional priorities.
 4. Prepares planning scenarios, conceptual studies, and technical analyses to support long-range facilities planning and decision-making.
 5. Coordinates multiple planning initiatives simultaneously, analyzing facilities data to support strategic decision-making, and ensuring that facilities planning activities align with institutional priorities, capital development strategies, and regulatory reporting requirements.
 6. Ensures facilities planning efforts are effectively integrated with other campus-wide planning efforts. Represents the department on planning teams related to the College's strategic plan, academic and/or educational master plans, technology master plans, and other targeted planning efforts. Serves as a liaison between the College, administrators, user groups, consultants, architects, legal counsel, and regulatory agencies on facilities planning and capital development matters.
 7. Evaluates facilities resource requests submitted by campus stakeholders; conducts feasibility assessments, space impact analyses, and preliminary scope development for minor capital, renovation, infrastructure, and space reconfiguration projects. Coordinates project planning meetings with campus stakeholders to identify project scope, preliminary project budgets and cost development, schedules, and design.
 8. Coordinates the preparation of Environmental Impact Reports and other documentation for facilities projects, including materials required by the California Environmental Quality Act (CEQA); coordinates with consultants, campus stakeholders, and regulatory agencies; assists in tracking mitigation measures and related compliance documentation.
 9. Coordinates with Facilities Planning and Management leadership, consultants, and regulatory agencies on environmental compliance matters related to assigned facilities planning and capital projects, including storm water and related permit documentation as assigned.
 10. Prepares and maintains planning documentation and project data records related to campus facilities, including evaluation of space planning constraints, program impacts, and secondary effects of proposed facilities projects.
 11. Monitors campus space utilization and prepares reports to monitor changes in utilization and the associated effects on capacity load ratios and future project plans.
 12. Coordinates with colleagues and construction project managers to monitor planning milestones and maintain planning documentation related to active capital projects.
 13. Assists in the development and maintenance of campus planning guidelines and facilities standards related to space planning, functional program requirements, and campus development planning.
 14. Assists with the selection, training, motivation, and direction of department assigned 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 procedures; responds to staff questions and concerns.
15. Utilizes software systems to maintain accurate project records, including daily and weekly activities, project schedules, cost information, and other project communication. Monitors and ensures compliance with contract specifications for design and construction activities; reviews planning documents, construction plans, specifications, and related technical reports for accuracy, completeness, and alignment with project requirements.
 16. Manages communications, planning activities, personnel, and resources to meet project and program needs and assure smooth and efficient activities; establishes and maintains related timelines and priorities; develops policies and procedures to ensure that planning goals are accomplished and that decisions are made at the appropriate level.
 17. Provides technical information and assistance to management concerning administrative activities, needs, and issues; assists in the development, review, and administration of requests for proposals (RFPs), solicitations, and professional services agreements related to planning, design, and construction services.
 18. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
 19. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
 20. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
 21. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
 22. 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.
 23. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
 24. Performs 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. Principles and practices of facilities planning, space utilization, and capital project programming in higher education.
3. CCCCO capital outlay planning processes, including IPP, FPP, and 5YCP.
4. Principles and practices of facilities condition assessment and Facilities Condition Index (FCI) methodologies.
5. Architectural programming, space planning methodologies, and facilities data management systems, including Facilities Utilization, Space Inventory Options Net (FUSION).
6. Institutional planning processes, including facilities master planning, enrollment planning, and capital program development.

7. Project planning, coordination, and stakeholder engagement practices.
8. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
9. Data analysis, report preparation, and technical documentation techniques.
10. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
11. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
12. Techniques for effectively representing the College 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 interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills and 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. Communicate effectively through various modalities.
6. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
7. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
8. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
9. Review situations accurately and determine an appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making decisions.

Education and Experience:

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or university; and
2. Three (3) full-time equivalent years of progressively responsible professional experience in facilities planning, preferably within a higher education or public sector environment, including one (1) full-time equivalent year of coordination and/or leadership experience.

Desirable Qualifications:

1. Master's degree from a regionally or nationally accredited college or university with major coursework in architecture, urban planning, facilities planning, construction management, engineering, public administration, or related field.
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 Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (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 Institutions (AANAPISI).

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices, to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and through various media. This is primarily a sedentary office classification, although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confined workspaces, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023; 5/2026