

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

A

Position: Mental Health Clinician FTE (%): 1.0
Division: Student Services Department: Behavioral Health Services
Term (month/year): 12 months Salary Schedule (Range): 124
Work Schedule (Days, Hours): M - TH 9:00 - 6:00 F 8:00 - 4:30

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)
Incumbent name: Tim Leslie Last date of employment: 08/21/2025
Reason for vacancy: Resignation of position
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: 17246-534600-211000-644000-2100 Amount: 100 % \$ 175,940
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: | <u>Connie Gutierrez</u> | <u>C. Gutierrez</u> | <u>10/13/25</u> |
| 2. Division Vice President: | <u>Melba Castro</u> | <u>Melba Castro</u> | <u>10/31/25</u> |
| 3. Applicable Human Resources Manager: | <u>T. D. H.</u> | <u>Stacy Manfredi</u> | <u>11/13/25</u> |
| 4. Chief Compliance/Budget Officer: | _____ | _____ | _____ |
| 5. Vice President, Human Resources: | Recommend to fill <input type="checkbox"/> Yes <input type="checkbox"/> No (see attached rationale) | _____ | _____ |

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: Martha Garcia Dr. Martha Garcia November 18, 2025

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

| POSITION NUMBER | FTE | SCH RANGE | TITLE | FUND | ACCOUNT PERCENT | FY 25-26 Jul-Jun (12 mos) | Funding Source |
|------------------------------------|-------|-----------|-------------------------|-------|-----------------|---------------------------|-----------------------------------|
| Budget of Original Position | | | | | | | |
| CA9236 | 1.000 | UA 124 | Mental Health Clinician | 17246 | 100.00% | 175,940 | Mental Health Services Supp 25/26 |

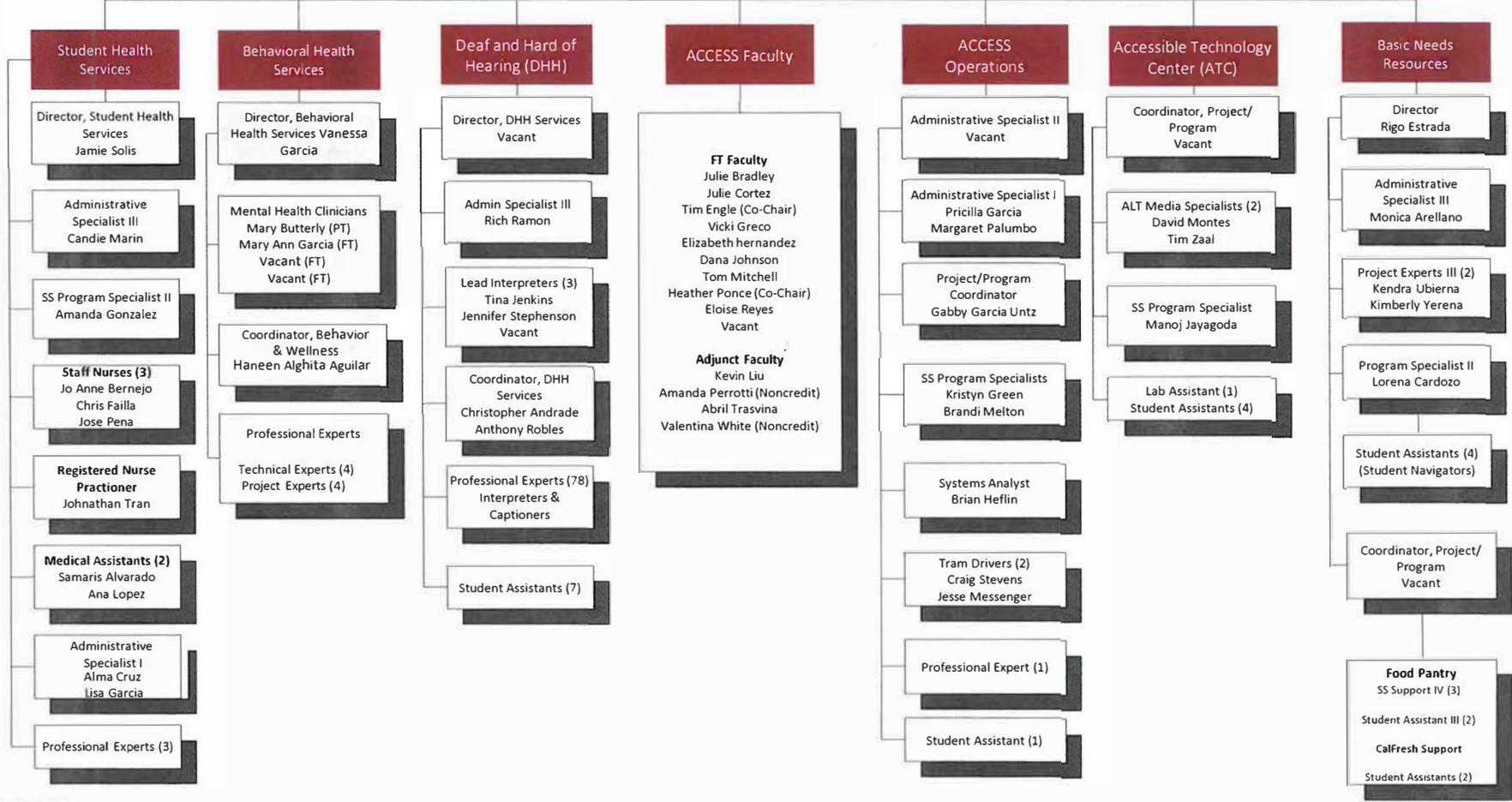
Assumptions: The salary calculations include the negotiated increase of 8.22% and 1.07% for CSEA 262 employees. It also includes Health and Welfare rates for 2025-26.

MT. SAN ANTONIO COLLEGE
ACCESS & Wellness Department
2024-2025

Office of the Dean, ACCESS & Wellness

Dean
ACCESS & Wellness
Connie Gutierrez

Administrative Specialist IV
Vacant



MENTAL HEALTH CLINICIAN

DEFINITION

Under general supervision, provides mental health services to students, including the coordination of crisis intervention services, mental health counseling, and case management; researches current mental health trends and practices and keeps department mental health protocols current as needed; provides educational workshops and lectures on relevant mental health topics; develops programs and activities designed to increase mental health awareness and suicide prevention.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Student Health Services. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a classification responsible for performing a variety of mental health services including counseling, crisis intervention, and case management of clients. Work requires strong communications skills and knowledge of available educational and community resources. Incumbents perform the full range of duties as assigned, working independently, and exercising a high level of judgment and initiative. Incumbents 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 assigned area of responsibility. This classification is distinguished from other Student Health Services classifications by providing clinical mental health services requiring a Master's degree and a Clinical Social Worker or Clinical Psychologist license.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Coordinates the provision and delivery of mental health services, including serving as the District's primary resource on mental health concerns and strategies.
2. Conducts one-on-one therapy sessions, as well as, group sessions, per scope of practice; develops treatment plans as appropriate.
3. Serves as a resource and liaison for the college community on issues of mental health promotion, including resource material development, committee membership, and presentations for the general campus community.
4. Provides crisis intervention, evaluation, and referral to community services; collaborates with community psychological evaluation teams and mental health providers as needed.
5. Coordinates efforts of the campus crisis response team, including the scheduling and facilitation of regular meetings, leading case reviews, publishing the on-call calendar and response handbook, and other related duties.
6. Teaches suicide prevention strategies to the campus community.
7. Assists the Director in researching current health trends and practices, as well as, developing and maintaining clinical protocols in accordance with current standards of care.

8. Gathers data on a regular basis to determine campus trends and needs and recommends program modifications in response to identified needs.
9. Establishes relationships with community health providers for the purpose of serving as referral agencies.
10. Evaluates, maintains, and updates a variety of mental health-related records and files.
11. Compiles information and health statistics data for reports.
12. Provides health related information to health care and social service providers as requested.
13. Maintains accurate records of activities and services provided.
14. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
15. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
18. Prepares and delivers oral presentations related to assigned areas as required.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
20. Performs other related duties as assigned.

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, procedures, techniques, and trends of clinical and casework services, counseling, and treatment.
3. Behavioral, social, and environmental aspects of emotional disturbances and mental disabilities.
4. Current Diagnostic and Statistical Manual of Mental Disorders (DSM) diagnostic criteria for mental and emotional disturbances.
5. Principles of mental health education.
6. A wide variety of therapeutic and treatment approaches for persons with mental and emotional problems.
7. Alcohol and drug addiction and treatment modalities.
8. Scope, availability, and activities of community resources, including mental health and social services agencies.
9. Current trends in mental health, public health, alcohol and drug services, and social services, including State and Federal programs in these areas.
10. Mental health issues common to the community college population.
11. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures governing mental health programs and the provision of mental health services.

12. District organization, functions, rules, policies, and procedures applicable to assigned areas of work responsibility.
13. Modern office practices, methods, and computer equipment and applications related to assigned work.
14. Principles of record keeping and file maintenance.
15. English usage, spelling, vocabulary, grammar, and punctuation.
16. Techniques for interacting effectively with clients, District staff, and individuals of various ages, disabilities, socio-economic groups, and effectively representing the District in contacts with the public.

Skills & Abilities to:

1. 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. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Perform effective psychological counseling with individual clients and groups.
5. Develop and maintain effective therapeutic relationships with mentally and emotionally disturbed clients.
6. Analyze case information and make sound clinical assessments, diagnoses, and decisions regarding treatment methodologies, client progress, and case development.
7. Develop and implement treatment plans.
8. Maintain the confidentiality of client information.
9. Organize data, develop information, and prepare clear, concise, comprehensive records and reports.
10. Explain the mental health program to members of community agencies and the general public.
11. Understand, interpret, and respond with courtesy and sensitivity to the needs of clients from culturally and linguistically diverse backgrounds.
12. Implement a variety of activities related to health education programs.
13. Establish and maintain relationships with diverse community groups.
14. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
15. Operate modern office equipment including computer equipment and software programs.
16. Organize own work, set priorities, and meet critical time deadlines.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
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:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to a Doctorate in Psychology or a Master's degree from a regionally accredited college or university with major coursework in social work, clinical psychology, marriage and family therapy, or related field; and
2. Three (3) years of experience in an acute mental health care setting or private practice; urgent care experience preferred.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

1. The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.
2. Possession of valid California licensure as a Licensed Clinical Social Worker, Marriage and Family Therapist or Clinical Psychologist.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit District sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary classification, although standing in work areas 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. Incumbents in this classification occasionally bend, stoop, kneel, 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 up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023