



## Memorandum of Understanding

Between

California School Employees Association and its Merced College Chapter 274

and

Merced Community College District

### Capital Projects and Facilities Planning Analyst Position – Job Description and Range

This memorandum of understanding is agreed to between the California School Employees Association and its Merced College Chapter 274 (“CSEA”) and the Merced Community College District (“District”) regarding revisions to the job description, job title, and salary range for the *Capital Projects and Facilities Planning Analyst* position.

**WHEREAS**, the parties met on October 13, 2025, and shared a mutual interest in recommending the following for ratification and Board approval:

- Updating the job title from *Capital Projects and Facilities Coordinator* to *Capital Projects and Facilities Planning Analyst*;
- Revising the job description for the *Capital Projects and Facilities Planning Analyst* position to reflect higher-level duties, increased independence, and expanded responsibilities; and
- Adjusting the salary range for the *Capital Projects and Facilities Planning Analyst* position from Classified Range 25 to Classified Range 30; and

**THEREFORE**, the parties recommend the attached revised job description for the *Capital Projects and Facilities Planning Analyst* position for ratification and Board approval.

This agreement is effective upon ratification by CSEA Chapter 274 and adoption by the Merced College Board of Trustees.

For CSEA

Richard Orozco (Dec 4, 2025 17:43:41 PST)

CSEA Chief Negotiator, Richard Orozco

For the District

Superintendent/President, Chris Vitelli

Darwin Duncan (Dec 6, 2025 16:44:22 PST)

CSEA LLR, Darwin Duncan



## MERCED COMMUNITY COLLEGE DISTRICT

### CAPITAL PROJECTS AND FACILITIES PLANNING ANALYST/COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class.*

#### SUMMARY DESCRIPTION

Under ~~general/limited~~ supervision, ~~this position is responsible for to assign and coordinating~~ certain components of tasks pertaining to capital projects, budgeting, and facilities operations, collaborating to ensure timely completion of tasks and efficient resource allocation. Key duties include coordinating project meetings, producing financial reports, and ensuring compliance with regulatory requirements. The role also involves coordinating with contractors, coordinating procurement processes, and maintaining project schedules while fostering cross-departmental collaboration. Additionally, the position supports the Bond Oversight Committee, coordinates furniture procurement, and contributes to maintaining safety standards and operational success across the District.; perform clerical and secretarial functions for the Senior Director, Capital Projects and Facilities; coordinate with the Purchasing Department in the procurement of facilities materials; assist in managing capital and bond construction projects; obtain vendor statements upon completion of facility jobs and capital and bond construction closeout documentation.

#### REPORTS TO

Senior Director of Capital Projects and Facilities

#### SALARY RANGE

3025

#### REPRESENTATIVE DUTIES

1. Organizes ~~ation of~~ work orders and routine assignments
2. Coordinates ~~Assists in preparing information for and creating~~ project budgets; ~~and maintains budget records and files for all capital projects~~
3. Assumes a proactive role in ~~Attends~~ construction meetings, facilitating discussions, and providing comprehensive summaries of key decisions and action items ~~prepares minutes and summaries of actions taken~~
4. Drives effective ~~Assists in coordinating and delivering~~ communications across departments and with other offices and to the entire District ~~and to the entire District~~
5. Provides ~~requested~~ information where judgment, knowledge, and interpretation of policies, procedures, and regulations to support decision-making processes are necessary ~~are necessary~~
6. Produces ~~Prepares~~ comprehensive reports encompassing of financial and statistical analysis ~~data~~
7. Assists in ~~Generating~~ annual utility audit reports to the appropriate state agency ~~to the appropriate state agency~~
8. Processes both ~~Receives~~ routine and emergency requests for departmental needs, prioritizing effectively and ensuring timely resolution
9. Assists with planning ~~Prepares~~ and scheduling job assignments within the ~~into~~ work order system and delegates to appropriate supervisor, coordinator, or staff member and follows through on all

- ~~activities to ensure adherence to schedule~~
10. Assists in preparing state funded annual ~~S~~cheduled ~~M~~aintenance requests, assists in proactively identifying opportunities for improvement and adjusting -and augments- requests to align with evolving as- District needs ~~evolve~~
  11. Assists in preparing for the submission of state-~~funded~~ Initial and Final Project Proposals
  12. ~~Assists in i-~~ntegration of multi-departmental data into the District's computerized facilities management systems
  13. ~~Coordinates Assists with-~~ communication and scheduling with contractors for capital projects
  14. ~~Facilitates the Assists in-~~setting up and coordination ~~g of~~ Bond Oversight Committee meetings, ~~- document meeting minutes,-~~ and assists in creating the Annual Bond Oversight Committee Report
  15. ~~Maintains Assists in tracking-~~ Bond Oversight Committee membership terms and actively recruits new members ~~as needed~~
  16. Prepares requisitions, allocates funds, and monitors designates accounts to be charged, follows up on applicable purchase orders for the departments in coordination with the Operational Support Coordinator – Maintenance and Transportation
  17. Conducts thorough V-erificationes of invoices and ~~other charges before prior to~~ forwarding ~~to the Purchasing Department for payment, ensuring accuracy and compliance with financial policies~~
  18. Provides independent Performs clerical and technical ~~duties in-~~ support ~~to of~~ the department and department administrator
  19. ~~Maintains and M-~~onitors ~~the~~ master project schedule, ~~-and effectively communicating updates and milestones for~~ capital and bond projects to stakeholders and internal team members
  20. ~~Collaborates C-~~oordinates with appropriate personnel and departments to address regarding service maintenance, informational technology services, and resource needs for new projects
  21. Updates the California Community Colleges software system for facility utilization to ensure the accurate tracking ey- of District project expenditures and compliance with reporting requirements
  22. Prioritizes and implements measures to M-aintain safe working conditions for all District students, staff, contractors, and consultants
  23. Coordinates ~~with-~~ furniture procurement and installation, ensuring timely delivery and adherence to quality standards
  24. Performs other related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of...**

- Modern office practices and procedures, including the use of a computer
- Principles of office management
- Collection and organization of data and information
- Principles of business letter and report writing, including the use of good English, spelling and punctuation
- Construction management principles and practices
- Building and infrastructure materials, components and systems
- Institutional planning and construction methodologies
- Processes involved in the planning, design, and construction of capital projects

### **Ability to...**

- Work independently
- Interpret and explain rules, policies and procedures
- Prepare and edit reports and other materials of high complexity involving facilities matters

- Compose letters independently
- Transcribe minutes for meetings efficiently and effectively
- Use standard office equipment and computer applications, including word processing and data base
- Deal with the public, students and District employees in an effective, tactful, and diplomatic manner
- Work cooperatively with others; develop and maintain good relationships with third party vendors
- Plan for data storage and retrieval in preparation of complex reports, involving work-hours, costs and recurring maintenance problems
- Analyze situations accurately and to adopt an effective course of action, frequently in high stress or emergency situations
- Plan and organize work and effectively meet schedules and timelines.
- Consistently and effectively perform under the pressure of deadlines and other administrative demands
- Demonstrate leadership in project development
- Interpret building specifications and blueprints
- Develop and maintain construction records
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students
- Coordinate project team according to District standards and policies

### **REQUIRED EDUCATION AND EXPERIENCE**

#### **Education/Training/Experience**

Bachelor's degree ~~OR associate's degree~~ **AND** three (3) years of applicable experience **OR** the equivalent education and experience.

#### **License or Certificate**

None

### **DESIRED QUALIFICATIONS**

#### **Education/Experience**

- Experience working with architects, engineers, contractors, inspectors, and other construction specialists
- Experience working with federal and state regulatory agencies, such as OSHA and DSA
- Experience in construction management and facilities improvement

#### **License or Certificate**

None

### **PHYSICAL DEMAND AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

#### **Environment**

Work is performed primarily in an office environment with some travel to different sites; Incumbents

~~may be required to work extended hours including evenings and weekends. May frequent indoor/outdoor. Exposure to constant interruptions.~~

**Physical Ability to...**

- Work at a desk, conference table or in meetings of various configurations
- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand normal conversation
- Read printed matter and computer screens
- Stand or sit for prolonged periods of time
- Bend and twist, stoop, and kneel
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard
- Reach in all directions

**Vision**

See in the normal visual range with or without correction.

**Hearing**

Hear in the normal audio range with or without correction.

Revised ~~92/20252~~

# mou-csea-mccd-capital-projects-facilities-planning-analyst-jd-12.04.25

Final Audit Report

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✔ Agreement completed.

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