Reference #: CAP#0000014
Fiscal Year: 2026-2027

CLASSIFIED & ADMINISTRATIVE POSITION (CAP) REQUEST FORM

PROCESS OVERVIEW

- Submit a complete form with all required sections, including an attached job description.
- RAC will review and prioritize submissions based on criteria in the scoring rubric below.
- Incomplete requests will not be scored.
- RAC will make hiring recommendations to the College President, who will make the final hiring decision.

NOTE: If you are submitting on behalf of an area where you work but do not supervise, briefly describe your relationship to the area in the Summary Information section.

KEY DEADLINES

Deadline	Action
11/04/2026	Cost calculation request submitted to Administrative Services Officer (section 6)
11/10/2026	CAP form submitted to Division Dean (with approved cost calculation)
11/18/2026	Request presented at Division / Area meeting
11/20/2026	Submit completed form, signed by Dean & VP, to Administrative Services Office by 5:00pm

SUBMISSION CHECKLIST

☒ **[Step 1]** All sections of the form are complete.

☒ **[Step 1]** Current or proposed job description is attached.

☐ **[Step 2]** Section 6: Cost Calculations have been completed by the Administrative Services Officer (allow sufficient lead time before the Dean deadline).

☐ **[Step 3]** Form signed and submitted to Division Dean by deadline.

WHEN IS THIS FORM REQUIRED?

Required for:	Not required for:
• Requesting a new position • Requesting increased hours for an existing position • Informing the committee of a new categorically funded position (information only; not ranked)	• Temporary positions supported by general funds • Positions currently funded but vacant for less than 24 months • Approved positions with a failed search (approval extended 12 months only)

More information on the CAP request process can be found here.

SCORING RUBRIC: HOW YOUR REQUEST WILL BE EVALUATED

Criterion	Strong Evidence (high scores)	Adequate Evidence (mid scores)	Limited Evidence (low scores)
Program or Unit Need *(10 pts) [Section 1]*	**8–10:** Clear and compelling evidence of substantial need with demonstrated impact on students, program, or college operations.	**4–7:** Clear evidence of need with identifiable impact on students, program, or college operations.	**0–3:** Limited or no evidence of need or demonstrable impact.
Program Plans, Goals, and Initiatives *(10 pts) [Section 2]*	**8–10:** Clear and compelling evidence that this position is identified in program review or plans with a well-articulated connection to specific goals or initiatives.	**4–7:** Clear evidence that this position is connected to program review or plans with reasonable articulation of relevant goals or initiatives.	**0–3:** Limited or no connection to program review, plans, or program goals and initiatives.
(A) Student Learning & Success **— or —** **(B) Institutional Effectiveness & Excellence** *(10 pts) [Section 3]*	**8–10:** Clear and compelling evidence that position will substantially advance (A) student learning & success or (B) institutional effectiveness & excellence.	**4–7:** Clear evidence that position will contribute to (A) student learning & success or (B) institutional effectiveness & excellence.	**0–3:** Limited or no evidence of contribution to (A) student learning & success or (B) institutional effectiveness & excellence.
Mission & Planning Priorities *(10 pts) [Section 4]*	**8–10:** Clear and compelling evidence that position strongly supports College Mission and/or Planning Priorities.	**4–7:** Clear evidence that position supports College Mission and/or Planning Priorities.	**0–3:** Limited evidence that position supports College Mission and/or Planning Priorities.
Organizational Safety & Compliance *(10 pts) [Section 5]*	**8–10:** Clear and compelling evidence of significant safety or compliance implications if this position remains vacant.	**4–7:** Clear evidence of safety or compliance implications if this position remains vacant.	**0–3:** Limited or no evidence of safety or compliance implications.
Total	**50 points**		

*** Section 3 is dependent on type of position:** *Positions with direct student contact use Version A (Student Learning & Success). Positions without direct student contact use Version B (Institutional Effectiveness & Excellence). RAC has final discretion on what criterion to apply.*

Requester Name:	Paula Checchi	**Division:**	STEM

SUMMARY INFORMATION

Tip: Use specific evidence and data throughout each narrative section. Requests without supporting evidence receive lower scores. Incomplete requests will not be ranked.

Title of Position Being Requested:	MANAGER, WINERY AND VINEYARD OPERATIONS

Please also attach a current or proposed district job description. 1 📎 Job Description

Position Will Reside in Division/Unit:	STEM
This Position will Report to:	Paula Checchi

The Position Being Requested Is: New Position

☒ **New Position:** Hours/week: 40.00 Months/year: 12

☐ **Increase for an Existing Funded Position:**

TYPE	CURRENT (From):	REQUEST (To):
Service Months		
FT/PT Status	_____ %	_____ %

Name of Current Position Holder: _____

☐ **New Categorically Funded Position** *(information only — not ranked)*

Hours/week: _____ Months/year: _____

Has this position or a similar position been submitted to RAC previously?

[✓] Yes Year(s): 2025

Outcome: not funded

Will this position have direct student contact? [✓] Yes

Direct student contact includes classified and administrative positions whose primary function involves directly assisting, supporting, or serving students in an instructional, academic support, or student services capacity.

If you work in, but don't supervise, this area, briefly explain your relationship to the position:

SECTION 1 — Program or Unit Need

Scored 0–10 points

Strong responses provide clear and compelling evidence of substantial need with demonstrated impact on students, the program, or college operations (e.g., enrollment trends, service gaps, program growth, or instructional and operational needs).

What key responsibilities would this position assume?

List the primary duties and functions. Be specific about what this person would do day to day.

The Manager, Winery and Vineyard Operations oversees Las Positas College's instructional winery and vineyard, ensuring safe, compliant, and sustainable operations. Key responsibilities include:

1. Oversee winery production, bottling, storage, and compliance with TTB, ABC, and DPR regulations.
2. Direct vineyard maintenance, pest management, irrigation, and harvest operations.
3. Ensure regulatory compliance, facility sanitation, and workplace safety.
4. Manage budgets, inventory, sales, and financial reporting in coordination with the Viticulture & Enology Foundation.
5. Supervise classified staff, student workers, and interns while supporting workforce development.
6. Coordinate instructional labs, equipment maintenance, and production activities with faculty.
7. Liaise with regulatory agencies, industry partners, and advisory boards.

This position ensures compliant operation of the bonded winery and vineyard while supporting instruction, student success, and community engagement.

List other personnel in the unit with shared or similar responsibilities:

No current personnel have overlapping responsibilities with the proposed Manager, Winery and Vineyard Operations. Dedicated operational, regulatory, and fiscal oversight is needed to ensure compliance, sustain operations, and expand student learning opportunities.

Describe the historical context and changing demands on this unit over the past 3–5 years:

Refer to relevant program review section. Consider bandwidth issues, enrollment changes, service gaps, or staffing changes.

The Viticulture and Winery Technology (VWT) program has expanded significantly in instructional scope, facilities, and industry engagement. The opening of the $8.5 million Viticulture and Enology complex (Buildings 3600 and 3700), including the bonded teaching winery, crush pad, and instructional vineyard, has more than doubled the program's operational footprint and regulatory responsibilities.

Despite increased enrollment, industry partnerships, and workforce development demands, staffing remains limited to one full-time faculty member, one 20-hour-per-week laboratory technician, and a temporary compliance contractor providing limited support. The retirement of founding faculty member David Everett and hiring of Brianna Lopez in August 2025 also resulted in a 25% reduction in faculty reassigned time, further limiting operational capacity.

Both the Viticulture & Enology Foundation Board and VWT Advisory Board have consistently recommended establishing a Manager, Winery and Vineyard Operations position. A dedicated manager is essential to ensure regulatory compliance, operational safety, and instructional continuity; protect the College's $8.5 million investment; strengthen community and industry partnerships; and allow faculty to focus on teaching and student success.

Provide additional evidence supporting the need for this position and its impact on students or the program:

Both the VWT Advisory Board and Viticulture & Enology Foundation Board have consistently recommended establishing this position. Dedicated operational management is essential to maintain regulatory compliance, protect institutional assets, and ensure safe, uninterrupted access to instructional facilities. This position will allow faculty to focus on teaching while expanding hands-on learning opportunities, strengthening industry partnerships, and supporting student success.

SECTION 2 — Program Plans, Goals, and Initiatives *Scored 0–10 points*

Strong responses provide clear and compelling evidence that this position is identified in program review or emergent plans, with well-articulated connections to specific program goals, initiatives, or institutional priorities.

Was this position need identified in your Program Review?

Yes, explicitly identified in Program Review

Year: 2026

Describe the goals, challenges, or emerging circumstances this position is intended to address.
Where program review documented this need, be sure to cite the relevant portions and expand on it if needed. If this need has emerged since your last program review, describe the circumstances that make it a priority now.

The 2026–27 VWT Program Review identifies several significant challenges, including deteriorating vineyard conditions, aging winery equipment, insufficient operational staffing, and increasing regulatory and production responsibilities. The teaching vineyard requires substantial redevelopment due to pest pressure, disease, and declining productivity, while equipment limitations restrict the techniques students can practice. These challenges directly affect the program's ability to provide consistent, high-quality applied learning experiences.

The Program Review also outlines ambitious goals, including developing new degree and certificate pathways, expanding internships and industry partnerships, strengthening student learning outcomes, and improving course success rates. In 2025–26, the program's course success rate was 76.3%, below its 78.8% program-set standard, reinforcing the need for greater attention to student support and instructional quality.

A dedicated Manager, Winery and Vineyard Operations would address critical operational needs by overseeing winery production, vineyard maintenance, regulatory compliance, equipment readiness, and coordination of industry activities. Separating these responsibilities from faculty instruction would allow faculty to devote more time to curriculum development, student mentoring, assessment, and improving student outcomes. The position would also support expanded hands-on learning, internships, and workforce preparation while ensuring the College's instructional winery and vineyard remain safe, compliant, and fully utilized.

Source: 2026–27 VWT Program Review, Section 1 (Questions 2–3) and Section 3 (Questions 1 and 5b).

How does filling this position support the college's ability to meet ACCJC standards related to staffing adequacy, student learning and support services, or institutional effectiveness and accountability?

Establishing a Manager, Winery and Vineyard Operations strengthens LPC's adherence to multiple ACCJC standards by aligning people, programs, and facilities to student achievement.

For example, it supports institutional accountability for achieving mission and goals (Standard 1.3) by ensuring the instructional winery and vineyard consistently enable students to meet program outcomes and by informing continuous improvement with operational data. It helps design and deliver academic programs that reflect relevant discipline and industry standards (Standard 2.2) through specialized operational oversight of applied learning in viticulture and winery technology (paired with appropriate breadth/depth under 2.1). It ensures qualified personnel are in place to support and sustain educational services and improve student success (Standard 3.1). It provides stewardship of the new winery and vineyard facilities so they remain safe, functional, and effectively used to support instruction (Standard 3.8). And it improves institutional risk management for production activities, facilities, and events (Standard 3.10).

SECTION 3 — Student Learning & Success | Institutional Effectiveness & Excellence

Scored 0–10 points

Complete either Version A or Version B based on your response in the Summary Information section.

VERSION A — For positions with direct student contact

Explain how this position will contribute to and/or support student learning and success:

Strong responses provide clear and compelling evidence that this position will substantially advance student learning and success (e.g., assessment data, best practices, or industry standards).

The Manager, Winery and Vineyard Operations will directly enhance student learning and success by ensuring that the instructional winery and vineyard operate safely, reliably, and in full alignment with course outcomes. This position will coordinate the day-to-day functions of the Campus Hill Winery—harvest scheduling, equipment readiness, vineyard maintenance, and production activities—so that students have consistent access to hands-on learning opportunities tied to the curriculum.

By maintaining stable and well-prepared instructional environments, the position enables faculty to focus on teaching, mentoring, and assessment rather than operational logistics. The manager will also support work-based learning by coordinating internships, student employment, and project-based experiences with local wineries and vineyards, strengthening the program's connection to the regional wine industry.

For students, these efforts translate to:

1. Greater access to structured, real-world learning experiences.
2. Improved scheduling reliability and safety during production and lab activities.
3. Expanded internship, employment, and transfer pathways into the wine industry.
4. Enhanced learning continuity through well-maintained facilities and equipment.

This position directly supports student engagement, retention, and success through consistent, high-quality applied learning experiences.

VERSION B — For positions without direct student contact

Explain how this position strengthens the college's operational capacity, service quality, or institutional effectiveness, including its ability to respond proactively to challenges or changing demands.

Strong responses provide clear and compelling evidence that this position will substantially advance institutional effectiveness and excellence (e.g., utilization data, service gaps, compliance needs, or best practices).

SECTION 4 — Mission & Planning Priorities

Scored 0–10 points

LPC MISSION STATEMENT

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC PLANNING PRIORITIES

☒ **Equity:** Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.

☒ **Student Success:** Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.

☒ **Health & Wellness:** Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Explain how this position supports LPC's Mission and/or the Planning Priorities.

Strong responses provide clear and compelling evidence that this position strongly supports the College Mission and/or Planning Priorities (e.g., specific program goals, student populations, or outcomes).

The Manager, Winery and Vineyard Operations directly supports the Las Positas College mission to provide an inclusive, learning-centered, equity-focused environment that advances students' degree, transfer, and career-technical goals. By ensuring safe, reliable operation of the instructional winery and vineyard, this position supports high-quality experiential learning and prepares students for employment in the regional wine industry.

The position aligns with several of the College's 2026–27 Strategic Priorities:

1. **Workforce Development and Economic Mobility:** Strengthens industry partnerships, internships, and work-based learning opportunities that prepare students for careers in viticulture, winemaking, and hospitality.
2. **Equity, Belonging, and Student Success:** Ensures consistent access to safe, well-maintained instructional facilities and hands-on learning experiences that support student engagement and achievement.
3. **Sustainable Growth, Fiscal Stability, and Resource Stewardship:** Protects the College's $8.5 million investment through regulatory compliance, operational oversight, and responsible management of facilities and resources.
4. **Talent, Leadership Capacity, and Organizational Health:** Establishes dedicated operational leadership, improves continuity, and allows instructional faculty to focus on teaching, curriculum development, and student success.
5. **Academic Excellence, Vision 2030, and Holistic Enrollment:** Supports expanded degree and certificate pathways, applied learning, and industry connections that strengthen student progression toward completion and employment.

Together, these contributions advance the College's commitment to educational excellence, workforce preparation, responsible resource management, and long-term program sustainability.

SECTION 5 — Organizational Safety & Compliance

Scored 0–5 points

Strong responses provide clear and compelling evidence of significant safety or compliance implications, addressing both what this position improves and what is at risk if it remains vacant.

Explain how this position will improve safety, compliance, and/or organizational effectiveness:

Consider safety, regulatory compliance, operational continuity, or the college's capacity to meet its institutional obligations.

The Campus Hill Winery and vineyard involve equipment operation, chemical handling, fermentation, and public events requiring consistent safety and regulatory oversight. A dedicated manager will enforce safety protocols, ensure regulatory compliance, coordinate safe production and event activities, and maintain required documentation. This position establishes clear operational accountability, improves coordination with campus safety and facilities, and protects students, staff, and institutional assets through proactive risk management.

Describe the operational impact if this position is not filled:

Are there implications for critical systems, processes, safety, or compliance? What critical functions, safeguards, or services are at risk if this position remains vacant?

Following David Everett's retirement, the winery management and regulatory responsibilities he previously performed with additional compensation were not incorporated into the new faculty position held by Brianna Lopez. No permanent personnel are currently assigned these responsibilities. The College relies on a contractor working approximately 10 hours per week as a temporary measure, with the contract ending in February 2027.

Beyond completely preventing program growth, failure to fund this position exposes the College to significant risks involving regulatory compliance, licensing, financial oversight, and operational continuity. As documented in the 2026–27 VWT Program Review, essential operations and revenue-generating activities are already constrained. Without permanent operational leadership, the College risks compromising its $8.5 million investment, restricting student learning opportunities, and undermining the program's long-term sustainability.

SECTION 6 — Costs

Cost calculations must be completed by the Administrative Services Officer (Step 2) before it is forwarded to your Division Dean (Step 3). Please submit this request with sufficient lead time.

New Position				
Estimates Based On:	FTE:	1.00	Step/Column:	15 / 4
Estimated Annual Salary Cost			$ 141,362.00	
Estimated Benefits Cost			$ 91,628.00	
Total Annual Position Cost			$ 232,990.00	
Increasing FTE of Current Position				
Estimates Based On:	FTE:		Step/Column:	/
Current Annual Salary			$	
Proposed Increase			$	
Estimated Benefits Cost			$	
Total Annual Position Cost			$	

APPROVALS & SIGNATURE ROUTING

Before signing, please confirm all fields are complete and the job description is attached.

Title	Signature	Date
Requestor:	Paula Checchi	11/16/2026
Administrative Services Officer:	Sui Song	11/17/2026
Division Dean:	Paula Checchi	11/17/2026
President/Vice President:	Nan Ho	11/17/2026

REFERENCE: Position Request Process Flow

1	Requester fills out form and submits to Administrative Services Officer
2	Administrative Services Officer provides salary estimate; forwards to Division Dean or Vice President
3	Dean reviews for completeness; presents request at Division / Area Meeting; forwards to Vice President
4	Vice President reviews, signs, and forwards to Executive Assistant, Administrative Services
5	Executive Assistant logs requests and sends to RAC for review
6	RAC reviews and scores requests using rubric
7	Executive Assistant compiles scores for RAC review
8	RAC finalizes rankings and forwards recommendation to College President
9	Co-Chairs meet with College President to discuss ranked requests
10	President provides feedback to RAC on CAP request rankings

Questions? Contact the RAC Co-Chairs or the Executive Assistant, Administrative Services.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

WINERY AND VINEYARD OPERATIONS MANAGER

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

MANAGEMENT RESPONSIBILITY

The Winery and Vineyard Operations Manager is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District (CLPCCD). The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board Policy and district procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of district and college policies by making appropriate recommendations for improvements or additions to policies or procedures through the reporting authority and/or by serving on college and district-wide committees.

SUMMARY DESCRIPTION

Under the direction of the Dean of Science, Technology, Engineering, and Mathematics, the Winery and Vineyard Operations Manager, is responsible for leadership, oversight, and coordination of the teaching winery and instructional vineyard at Las Positas College. The position supports instructional programs in Viticulture and Winery Technology by managing vineyard cultivation, winemaking processes, inventory, compliance, and sales, and serves as the college's primary liaison with federal, state, and county regulatory bodies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Winery and Vineyard Operations Manager shall be responsible for the following duties and responsibilities:

1. Plan, manage and oversee the college winery and vineyard operations including maintaining regulatory compliance, sales, marketing and events.
2. Prepare and monitor budgets for winery and vineyard operations; track wine sales revenue, expenses, gross and net income, and profitability.
3. Develop plans for revenue generation and make recommendations on pricing for products and events; develop and maintain retail and wholesale accounts.
4. Manage winery and vineyard procurement, and long-term planning.
5. Recommend policies and procedures that align with college and district objectives.
6. Recruit, hire, manage and evaluate classified professionals and staff in area of responsibility; recruit, hire and provide training for students.
7. Coordinate and participate in all aspects of wine production including crush, fermentation, stabilization, blending, bottling, and storage.

8. Manage, and maintain winery equipment and supplies; ensure facility cleanliness and safety.
9. Conduct and supervise lab analysis, recordkeeping, and wine sampling.
10. Coordinate the support of instructional labs and class activities including instructional wine production tasks such as fermentation, blending, stabilization, bottling; ensure winery activities align with curriculum goals; monitor wine quality and implement solutions to potential production issues.
11. Assist with curriculum-aligned harvest, production, bottling, and event planning.
12. Organize tasting events and wine education activities in alignment with program and college goals
13. Maintain detailed winemaking records including maintaining inventory of materials, chemicals, and bottled wine and wine chemistry data, treatment logs and other records.
14. Develop and execute seasonal vineyard maintenance plans including pruning, irrigation, fertilization, pest control, canopy management and infrastructure maintenance including trellising and irrigation systems.
15. Monitor vine health and coordinate harvest with wine production timelines; track and maintain yield and other growth records.
16. Manage detailed pesticide and herbicide application records in compliance with state requirements.
17. Serve as point of contact for regulatory compliance and reporting and ensure compliance with all local, state, and federal regulations, including ABC, DPR, RBS certification and TTB reporting.
18. Reconcile inventory and sales records; oversee wine sales and events.
19. Coordinate winery and program outreach activities including monthly wine sales, hosting public tastings, and participate in retail engagement and public outreach events.
20. Develop and maintain relationships with community partners and represent the college with industry groups and other viticulture educational programs.
21. Coordinate with board members and industry partners to align operations with regional workforce needs.
22. Serve on relevant advisory committees and boards.
23. Provide guidance and updates, as appropriate, to the Las Positas College Viticulture & Enology Foundation, supporting its mission and activities.
24. Perform related duties as required/assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles, practices and techniques of enology and viticulture.
2. Wine production methods and regulatory standards.
3. Vineyard infrastructure and seasonal agricultural cycles.
4. Principles, practices and techniques of program strategic planning, development, expansion, implementation, and improvement.
5. Principles, methods and practices applicable to the design and implementation of customer service, public relations, community outreach and marketing programs.
6. Principles of effective employee management, supervision, training, and performance evaluation.

7. Principles and practices of public administration, including maintenance of public records, budgeting and purchasing.
8. Federal and state laws and regulations and District policies and procedures governing community colleges including federal TTB, California ABC and DPR rules and regulations.
9. Principles and practices of sound business communication.
10. Safety and hazardous materials usage and storage regulations.

Ability to:

1. Plan and manage instructional winery and vineyard operations, activities and services.
2. Plan, organize, manage, assign, delegate, review and evaluate the work of staff.
3. Adapt to seasonal priorities and instructional needs.
4. Analyze operational and sales data to support planning, compliance, and marketing effectiveness.
5. Support student recruitment and program visibility by participating in relevant outreach events and developing promotional materials.
6. Represent the VWT program and Las Positas College at regional wine industry events, community forums, and media opportunities to strengthen partnerships and visibility
7. Monitor and assist in the preparation of program budgets including revenue tracking and reporting, grant tracking, inventory tracking and reporting and report preparation.
8. Develop and maintain a wide variety of community college, wine wholesaler, employer and community partnerships.
9. Negotiate, prepare for approval and oversee contracts, memorandums of understanding and agreements for vendors, wholesale accounts and service providers.
10. Adhere to District onsite workplace policy as well as be able to travel to other locations to attend meetings and conferences.
11. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
12. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local codes, policies, laws, and regulations.
13. Work cooperatively with other departments, college officials, and outside agencies.
14. Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, college employees, or other agencies on sensitive issues in area of responsibility.
15. Establish and maintain effective working relationships with those contacted in the course of work.
16. Make complex technical presentations and communicate proposals and recommendations, both orally and in writing, to diverse audiences.
17. Operate a computer a computer and standard business software.
18. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students, employees, and the community.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

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Education/Training:

A bachelor's degree from an accredited college or university in Enology, Viticulture, Wine

Science, Fermentation Science, Agriculture, or a related field.

Experience:

Three years of increasingly responsible experience in winemaking and/or vineyard operations with at least one year of management or supervisory experience.

Licenses and Other Requirements:

- Valid California Driver's License
- California Alcohol Beverage Control Responsible Beverage Server (RBS) Certification
- Forklift Certification

PHYSICAL DEMANDS 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 in indoor and outdoor environments with exposure to varying temperatures, weather, chemicals, and physical hazards. Must be available to work evenings and weekend hours during critical winery and vineyard periods, such as harvest and events.

Physical: Primary functions require sufficient physical ability and mobility to perform manual winery and vineyard tasks; visual acuity to use a keyboard, operate lab, winery and vineyard equipment, and read information; to walk, stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, crouch, climb ladders, reach, and twist; to lift up to 50 pounds, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. This position also involves regular travel to various locations.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT

The Winery and Vineyard Operations Manager shall be elected by the Governing Board upon the nomination of the College President and Chancellor.

Adopted by the Board of Trustees on:
Effective:
Job Family: Classified Administrative