

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
REORGANIZATION REQUEST FORM**

Number # 1009 4  
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Safety and Security

Manager/Supervisor: Toni Bland / Peter Hardash

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
New	Sergeant, District Safety & Security / <u>SCC</u>

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 131,929.30  
Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS  RESTRICTED FUNDS

Source of funding (account numbers): 123610695000541637920 (66K); [123610695000541635950 (35K); 123610695000541634610 (31K)]

*(50% DEVOTED FROM CURRENT BUDGET, 50% ADDED TO 17/18 BUDGET ASSUMPTIONS)*  
(Attach necessary budget change forms)



Reason for reorganization:  
See Attached Justification

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?  
No  Yes  If yes, please explain below.

Does this change affect more than one department/division? No  Yes  If yes, please explain below.

**Please note:** You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

Submitted by (District Cabinet Member):  Date: 3/21/17

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u> 3/21/17</u>	Business Operations & Fiscal Services (Signature/Date): <u> 3/21/17</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>3/27/17</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date): <u>4/3/17</u>
CSEA (Signature/Date):	CSEA (Signature/Date): <u>NA</u>

# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

<b>POSITION TITLE</b>	<b>Sergeant</b>		
<b>GRADE &amp; STEP</b>	<b>MONTHLY RATE</b>	<b>NO OF MONTHS</b>	<b>ANNUAL COST</b>
K-4	\$ 6,669.33	12	\$ <b>80,032.00</b>

<b>SALARY RELATED TAX/BENEFITS</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
PERS	13.888%	11,114.84	
SOCIAL SECURITY	6.200%	4,961.98	
MEDICARE	1.450%	1,160.46	
UNEMPLOYMENT	0.050%	40.02	
WORKERS COMP	2.250%	1,800.72	
ACTIVE RET. INS. COST	1.000%	800.32	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>24.838%</b>	<b>\$ 19,878.34</b>	<b>\$ 19,878.34</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 99,910.34</b>

<b>FRINGE BENEFITS COST</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
FRINGE BENEFITS (CSEA only)		-	
SOCIAL SECURITY	6.200%	-	
MEDICARE	1.450%	-	
UNEMPLOYMENT	0.050%	-	
WORKERS COMP	2.250%	-	
ACTIVE RET. INS. COST	1.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>10.950%</b>	<b>\$ -</b>	<b>\$ -</b>

<b>INSURANCE BENEFITS</b>			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 79,192.56	180.56	
MEDICAL INSURANCE (see below)		31,838.40	
<b>TOTAL INSURANCE COST</b>		<b>32,018.96</b>	<b>\$ 32,018.96</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 131,929.30</b>
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<b>BENEFITS =</b>	<b>\$ 51,897.30</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>64.85%</b>

Admn., Superv/Mang. & Conf. (including Fringe amount)	31,838.40
CSEA	26,656.56

## Position Justification Sergeant

### **Title:**

Sergeant, District Safety and Security

### **Job Description:**

This description is not all encompassing but provides a general overview of a sergeant's duties and responsibilities. The sergeant is under the general supervision and direction of the Lieutenant, District Safety and Security. The sergeant performs duties related to maintaining the safety and security of students, staff and visitors as well as District facilities, grounds, materials, and equipment. The sergeant also performs related duties as assigned and required including scheduling, training, emergency management and personnel development. The sergeant functions as an extra officer responding to criminal and non-criminal matters, radio calls, telephone calls and other calls for service whether they are routine or emergency. The sergeant works with stakeholders to deter crime and provides ideas for crime prevention. In addition to preparing incident reports, the sergeant also reviews and approves the work of District Safety officers, clerical staff and student assistants.

An important aspect of the sergeant's job is preparing performance evaluation of subordinate staff, handling disciplinary issues and staffing including managing overtime. The sergeant also meets with district administrators and other stakeholders to provide crime report summaries and information related to significant events. The sergeant is a strong communicator and interacts with other law enforcement agencies in matters relating to interdepartmental affairs and mutual aid support. The sergeant also reviews and maintains department policies, regulations and operational procedures to ensure all operational needs are met. The sergeant's position is vital to the ongoing success of District Safety because of the unique skills they provide on a regular basis.

### **Justification:**

During the Public Safety Task Force review, it was recommended a Supervisor position be added to support the Lieutenants. Also recommended was a part-time environmental safety and emergency services position. This new sergeant position will fill the operational need for both recommendations. The supervisor will perform their general duties and more as noted above.

## Position Justification Sergeant

During the course of their schedule the sergeant will also assist with the development and administration of a sound public safety and emergency management program including training and planning. As the part-time emergency coordinator the sergeant can be available at any time on either campus to train, ensure each Emergency operations center is functional and plan events as need. This is not possible with a part-time employee who will have an inflexible schedule. When the sergeant is not working in the capacity of part-time emergency coordinator they will provide direct supervisory oversight of all staff and support for the lieutenants as it relates to personnel management, critical incident response, the transition to armed officers, and personnel development.

This position allows District Safety to not only add supervisory support on campus which is essential for the safety of students, visitors, and staff. Additionally, the sergeant is a decision maker and has the ability to also work as a patrol person increasing the staffing on their assigned shift while at the same time leading. We also gain a part-time emergency coordinator who has a regular schedule. After an evaluation of the duties and workload of the part-time emergency coordinator position. I believe incorporating the workload into a full-time sergeant position would provide greater benefit. This would allow a sergeant to teach and continue to develop programs related to emergency preparedness on a regular basis. When the sergeant is not doing this, he/she can function as a needed supervisor on campus.

### **Benefits and Costs:**

The initial cost we come from the district safety budget (50%) and one time use of restricted funds (50%) for the remainder of the fiscal year 16/17. For FY 17/18 a request for additional funds to the district safety budget will be part of future budget assumptions. The cost of the sergeant is attached in a budget worksheet.

CURRENT

Rancho Santiago Community College District  
BUSINESS OPERATIONS AND FISCAL SERVICES  
SAFETY AND SECURITY

SCC  
Vice President, Administrative Services  
ARLENE SATELE

Vice Chancellor  
Business Operations and Fiscal Services  
PETER HARDASH

SAC  
Vice President, Administrative Services  
MICHAEL COLLINS

Administrative Secretary  
PATRICIA WEEKES

Chief, District Safety & Security  
Interim-ANTOINETTE BLAND  
(WINTER)

Lieutenant-District Safety & Security  
MANUEL PACHECO - SCC

Senior Clerk  
Communication Center/SW  
LORETTA MARTINEZ  
(SCC)

Senior Clerk  
Communication Center  
BEATRICE TRUJILLO-ZUNIGA  
SAC

Lieutenant-District Safety & Security  
SCOTT BAKER - SAC

Sergeant-District Safety & Security  
KENNETH GOULDSMITH

Sergeant-District Safety & Security  
VACANT (REORG 899)

Sergeant-District Safety & Security  
VACANT (BAKER)

CEC  
Senior District Safety Officer  
GARY FANGRATISW

SAC  
Senior District Safety Officer  
RAY STOWELL

SCC  
District Safety Officer  
ROGER CLARKE/SW/OEC  
FRANK MIRANDA/BJ/OEC  
STEVE DEMARIA  
DAVID KNORR  
SCOTT GREENHALGH /SW  
PHILLIP MARTINEZ /GY  
EDUARDO LOPEZ/SAT .40 FTE 12 Mo  
LAZARO PITA .40 FTE 12 MO.  
JOE CLAYTON < 19 HR/SS OEC  
JOSE AYALA 16HR/12M  
EVELYN VAZQUEZ < 19/SS

CEC  
District Safety Officer  
JOSEPH LORDANICH  
COURTNEY HARRIS ≤ 19 HR/ SS/SAHS  
JUAN DELGADO ≤ 19 HR/ SS /CEC  
DAVID ESCOBAR ≤ 19 HR/ SS  
EDGAR AVILA ≤ 19 HR/ SS  
CHRISTOPHER COUNTS/SW ≤ 19 HR/ SS/EI Sol  
DAVID MARTES ≤ 19/SS/CEC  
ALFONSO ESCOBAR < 19 HR/SS/GODINEZ

SAC  
District Safety Officer  
ANTHONY RABIO/LA/GY  
ELIZABETH MOTLEY  
CHRISTOPHER LUZADER  
THOMAS URBINA/SW  
TIMOTHY HERNDON/ SW  
EDGAR QUINONEZ TAPIA/SW  
FREDDIE GONZALES/GY .40 FTE 12 Mo  
JESSE MONTANEZ .40 FTE 12 Mo  
DANIEL MARTINEZ .475 FTE/12 MO/ DMC  
JAIMIE GONZALEZ .40 FTE 12 Mo  
PATRICK LEE .40 FTE 12 Mo

**PROPOSED RE-ORG**

**Rancho Santiago Community College District  
BUSINESS OPERATIONS AND FISCAL SERVICES  
SAFETY AND SECURITY**

SCC  
Vice President, Administrative Services  
ARLENE SATELE

Vice Chancellor  
Business Operations and Fiscal Services  
PETER HARDASH

SAC  
Vice President, Administrative Services  
MICHAEL COLLINS

Administrative Secretary  
PATRICIA WEEKES

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Interim-ANTOINETTE BLAND  
(WINTER)

Lieutenant-District Safety & Security  
MANUEL PACHECO - SCC

Senior Clerk  
Communication Center/SW  
LORETTA MARTINEZ  
(SCC)

Senior Clerk  
Communication Center  
BEATRICE TRUJILLO-ZUNIGAV  
SAC

Lieutenant-District Safety & Security  
SCOTT BAKER - SAC

Sergeant-District Safety & Security  
KENNETH GOULDSMITH

Emergency Coordinator,  
All training,  
Environmental Services

CEC  
District Safety Officer  
GARY FANGRAT (SENIOR)  
JOSEPH LORDANICH  
COURTNEY HARRIS < 19 HR/SS/SAHS  
JUAN DELGADO < 19 HR/SS/CEC  
DAVID ESCOBAR < 19 HR/SS  
EDGAR AVILA < 19 HR/SS  
DAVID MARTES < 19/SS/CEC  
ALFONSO ESCOBAR < 19 HR/SS/GODINEZ

Sergeant-District Safety & Security  
VACANT *899*

Sergeant-District Safety & Security  
VACANT SW *CL17096*

SCC  
District Safety Officer  
ROGER CLARKE/SW/OEC  
FRANK MIRANDA/BII/OEC  
STEVE DEMARIA  
DAVID KNORR  
SCOTT GREENHALGH /SW  
PHILLIP MARTINEZ /GY  
CHRIS COUNTS/SW < 19 HR/SS  
EDUARDO LOPEZ/SAT. 40 FTE 12 Mo  
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THOMAS URBINA/SW  
TIMOTHY HERNDON/SW  
EDGAR QUINONEZ TAPIA/SW  
FREDDIE GONZALES/GY .40 FTE 12 Mo  
JESSE MONTANEZ .40 FTE 12 Mo  
DANIEL MARTINEZ .475 FTE/12 MO/ DMC  
JAI ME GONZALEZ .40 FTE 12 Mo  
PATRICK LEE .40 FTE 12 Mo

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**BUDGET CHANGE FORM**

FISCAL YEAR: **2016-2017**

TO: FISCAL SERVICES

FROM: Toni Bland-Chief

Signature - Administrator

District Safety and Security

College - Department Name

DATE: ~~8/22/16~~ 9/23/2017

It is requested that changes to budgeted funds be made as listed below:

FUND TRANSFER NUMBER:

PROCESS DATE:

ENTERED BY:

**CREDIT (FROM)**

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount	Office Use
12	3610	695000	54163	7920	66,000	
12	3610	695000	54163	5950	35,000	
12	3610	695000	54163	4610	30,870	
<b>TOTAL</b>					\$131,870	

**DEBIT (TO)**

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount	Office Use
12	3610	695000	54165	2110	80,032	
12	3610	695000	54165	3215	11,115	
12	3610	695000	54165	3315	4,962	
12	3610	695000	54165	3325	1,161	
12	3610	695000	54165	3415	31,957	
12	3610	695000	54165	3435	801	
12	3610	695000	54165	3515	41	
12	3610	695000	54165	3615	1,801	
<b>TOTAL</b>					\$131,870	

Reason for Change: \_\_\_\_\_

Funding Reorganization#1009-Sergeant, District Safety & Security/SCC

for 2016-2017

Approval Signatures: \_\_\_\_\_

Resource Development (for Special Projects only)

Date \_\_\_\_\_

Contact Person: \_\_\_\_\_

Name

Phone No.



President or Vice President

Fiscal Administrator

Date

3/23/17

Date