



**Rancho Santiago Community College District**  
**District Council Meeting**

**March 4, 2024**

**1:30 p.m.**

**Via Zoom**

<https://us06web.zoom.us/j/81844611657>

669-444-9171 / 818 4461 1657

Passcode is required and provided to District Council members in separate email.

Contact Debra Gerard at [gerard\\_debra@rscsd.edu](mailto:gerard_debra@rscsd.edu) to obtain passcode.

**Agenda**

1. Call to Order/Update Martinez
2. Approval of January 29, 2024 District Council Meeting Minutes - **ACTION** Martinez
3. Approval of 2024-2025 Budget Assumptions – **ACTION** Ingram
4. Approval of Reorganizations – **ACTION** Winter
  - a. Reorg #1387 – DO/ITS
  - b. Reorg #1388 – DO/ITS
5. Approval of Job Descriptions – **ACTION** Winter
  - a. Manager Human Resources Operations (NEW)
  - b. Director Human Resources
  - c. Manager Employee Relations and District Investigations
  - d. District Investigator (NEW)
  - e. Principal Investigator (NEW)
  - f. Principal Human Resource Analyst
6. Committee Reports – **INFORMATION**
  - a. Planning & Organizational Effectiveness Committee Rutan
  - b. Human Resources Committee Winter
  - c. Fiscal Resources Committee Ingram
  - d. Physical Resources Committee Ingram
  - e. Technology Advisory Group Gonzalez

7. Constituent Representative Reports - **INFORMATION**

- a. Academic Senate - SAC
- b. Academic Senate - SCC
- c. Classified Staff
- d. Student Government - SAC
- e. Student Government – SCC

Coyne  
Rutan  
Johnson  
Cantorán  
Lopez

Next Meeting:  
April 2, 2024



## Rancho Santiago Community College District District Council Meeting

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### MINUTES

January 29, 2024

Members:	Marvin Martinez	Absent
	Sarah Santoyo for Enrique Perez	Present
	Iris Ingram	Present
	Alistair Winter	Present
	Annebelle Nery	Absent
	Jose Vargas for Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Craig Rutan	Present
	Matthew Beyersdorf	Present
	Corinna Evett	Present
	Adam Morgan	Present
	Tyler Johnson	Present
	Zina Edwards	Present
	Ambar Nakagami	Present
	Raven Cantoran	Absent
	Gabriel Lopez	Present
Guests:	Adam O'Connor	
	Dave Waters	
	Kennethia Vega	

1. Call to Order/Update

- a. Vice Chancellor Iris Ingram convened the meeting via Zoom Conference at 1:31 p.m.

2. Approval of Minutes

- a. It was moved by Mr. Winter, seconded by Ms. Coyne and carried unanimously, with abstentions by Jose Vargas, Craig Rutan and Tyler Johnson, to approve the minutes of the November 6, 2023 meeting. Adam Morgan and Zina Edwards were not present at the vote.

3. Comprehensive Master Plan
  - a. It was moved by Ms. Coyne, seconded by Mr. Rutan and carried unanimously to consider this a first and second reading and approval of the Strategic Directions developed in the Comprehensive Master Plan process as presented.
  
4. Approval of Board Policies
  - a. It was moved by Ms. Coyne and seconded by Mr. Beyersdorf to postpone action on the following board policy revisions to the April 4, 2024 District Council meeting:
    - i. BP 3502 Networked Video Cameras (NEW)
    - ii. BP 3515 Reporting of CrimesDiscussion ensued. The motion passed unanimously.
  
5. Approval of Administrative Regulations
  - a. It was moved by Ms. Coyne and seconded by Mr. Beyersdorf to postpone action on all administrative regulations to the April 4, 2024 District Council meeting. Discussion ensued. The motion was amended by Mr. Vargas and seconded by Ms. Coyne to postpone action on all administrative regulations with the exception of AR 3750.1 Data Governance and AR 7600 Whistleblower Protection to the April 4, 2024 District Council meeting. The motion passed unanimously. The following administrative regulations will be placed on the April 4, 2024 District Council meeting agenda:
    - i. AR 3500 Campus Safety
    - ii. AR 3502 Networked Video Cameras (NEW)
    - iii. AR 3505 Emergency Response Plan
    - iv. AR 3515 Reporting of Crimes
    - v. AR 3516 Registered Sex Offender Information
    - vi. AR 6100 Delegation of Authority, Business & Fiscal Affairs
    - vii. AR 6200 Budget Preparation
    - viii. AR 6250 Budget Management
    - ix. AR 6300 Fiscal Management
    - x. AR 6303 Fiscal Accountability
    - xi. AR 6305 Reserves
    - xii. AR 6320 Investments
    - xiii. AR 6400 Financial Audits
    - xiv. AR 6450 Wireless or Cellular Telephone Use
    - xv. AR 6750 Vehicle Operation and Parking
    - xvi. AR 7600 Campus Security Officers (NEW)
  - b. It was moved by Mr. Rutan and seconded by Ms. Coyne to approve AR 3750.1 Data Governance. Discussion ensued. The motion passed unanimously.
  - c. It was moved by Mr. Winter and seconded by Mr. Vargas to approve AR 7700 Whistleblower Protection. Discussion ensued. The motion passed unanimously with the understanding that the references would be updated if required.

6. Approval of Job Descriptions

- a. It was moved by Mr. Winter and seconded by Mr. Gonzalez to approve revisions to the Senior Human Resources Analyst job description. Discussion ensued. The motion passed unanimously.
- b. It was moved by Ms. Coyne and seconded by Ms. Evett to consider this a first reading of revisions to the Manager Human Resources Operations job description. Discussion ensued. The motion passed unanimously with a nay by Ms. Edwards.
- c. It was moved by Mr. Winter and seconded by Mr. Rutan to approve revisions to the Director Human Resources. Discussion ensued. The motion was amended by Ms. Evett and seconded by Ms. Coyne to consider this a first reading. The motion passed unanimously with a nay by Ms. Edwards.
- d. It was moved by Ms. Evett and seconded by Ms. Coyne to consider this a first reading of revisions to the Manager Employee Relations and District Investigations job description. Discussion ensued. The motion passed unanimously with nays by Ms. Edwards and Mr. Morgan.
- e. It was moved by Ms. Coyne and seconded by Ms. Evett to consider this a first reading of the District Investigator (NEW) job description. Discussion ensued. The motion passed unanimously with nays by Ms. Edwards and Mr. Morgan.
- f. It was moved by Mr. Rutan and seconded by Ms. Evett to consider this a first reading of the Principal Investigator (NEW) job description. Discussion ensued. The motion passed unanimously with nays by Ms. Edwards and Mr. Morgan.
- g. IT was moved by Ms. Evett and seconded by Mr. Rutan to consider this a first reading of revisions to the Principal Human Resources Analyst job description. Discussion ensued. The motion passed unanimously with nays by Ms. Edwards and Mr. Morgan.

7. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
SCC Academic Senate President and Co-Chair Craig Rutan reported on the January 17, 2024 meeting. The next meeting will be held February 28, 2024.
- b. Human Resources Committee (HRC)  
Acting Vice Chancellor Winter reported there was no January meeting. The next meeting will be held on February 14, 2024.
- c. Fiscal Resources Committee (FRC)  
Asst. Vice Chancellor Adam O'Connor reported on the October 18, 2023 meeting. The next meeting will be held on November 15, 2023.
- d. Physical Resources Committee (PRC)  
PRC Co-Chair Ambar Nakagami reported on the January 24, 2024 meeting. The next meeting will be held on February 21, 2024.
- e. Technology Advisory Group (TAG)  
Asst. Vice Chancellor Gonzalez reported on last meeting. The next meeting will be held on February 25, 2024.

8. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate activities.
- b. Academic Senate/SCC: Mr. Rutan reported on the SCC Academic Senate activities.
- c. CSEA: Mr. Johnson provided a report on CSEA activities.
- d. Student Government/SAC: No report.
- e. Student Government/SCC: Mr. Lopez reported on SCC ASG activities.

Next Meeting:	The next meeting will be held on Monday, March 4, 2024
Meeting Adjourned:	3:04 p.m.
Approved:	March 4, 2024

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
UNRESTRICTED GENERAL FUND  
2024/25 Tentative Budget Assumptions  
February 28, 2024**

I. State Revenue

A. The District's earned revenue was greater than hold harmless in 2022/23. Budgeting for 2023/24 will begin using the Student Centered Funding Formula (SCFF) at the full calculated revenue less estimated deficit factor.

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth
2016/17	28,901.64	27,517.31	28,901.64	a -4.79%
2017/18	28,901.64	29,378.53	29,375.93	b 1.65%
2018/19	Recal	25,925.52	28,068.86	c -11.75%
2019/20	Recal	27,028.98	26,889.30	4.26%
2020/21	Recal	25,333.74	26,993.32	-6.27%
2021/22	Recal	26,202.98	27,208.25	3.43%
2022/23	Recal	27,294.07	26,783.85	4.16%
2023/24	P1	29,195.39	28,908.60	6.97%

a - based on submitted P3, District went into Stabilization in FY 2016/17

b - based on submitted P3, the district shifted 1,392.91 FTES from summer 2018

c - To maintain the 2015/16 funding level and produce growth FTES in 2017/18, the district borrowed from summer 2018 which reduced FTES in 2018/19.

The governor's state budget proposal includes .5% systemwide growth funding and 0.76% COLA. The components remain at 70/20/10 split with funded COLA added to all metrics each year. Any changes to our funding related to the SCFF will be incorporated when known.

Projected COLA of 0.76%	\$1,711,660
Projected SCFF Base Increase	\$0
Projected Growth/Restoration/SAC Large College	\$15,428,960
Deficit Factor (3.55%)	(\$8,370,773)

2024/25 Potential Growth at 0.5%

29,341 FTES

C. Education Protection Account (EPA) funding estimated at \$47,040,103 based on 2023/24 @ Advance. These are not additional funds. The EPA is only a portion of general purpose funds that offsets what would otherwise be state aid in the apportionments. We intend to charge a portion of faculty salaries to this funding source in compliance with EPA requirements.

D. Unrestricted lottery is projected at \$177 per FTES (\$5,274,395). Restricted lottery at \$72 per FTES (\$2,145,516). (2023/24 @ P1 of resident & nonresident factored FTES, 29,798.84 x \$177 = \$5,274,395 unrestricted lottery; 29,798.84 x \$72 = \$2,145,516 restricted lottery)

E. Estimated reimbursement for part-time faculty compensation is estimated at \$597,489 (2023/24 @ Advance).

F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. COLA is being proposed on certain categorical programs. Without COLA, other categorical reductions would be required to remain in balance if settlements are reached with bargaining groups. The colleges will need to budget for any program match requirements using unrestricted funds.

G. College Promise Grants (BOG fee waivers 2% administration) funding estimated at 2023/24 @ Advance of \$245,695.

H. Mandates Block Grant estimated at a total budget of \$905,577 (\$35.37 x 25,602.96 FTES @ P2). COLA of 0.76%. No additional one-time allocation proposed.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$3,700,000. (SAC \$2,400,000, SCC \$1,300,000). Increase of \$700,000.

J. Interest earnings estimated at \$3,000,000. Increase of \$2,100,000.

K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$404,737.

L. Apprenticeship revenue estimated at \$5,227,354. (Corresponding expenses are also budgeted for apprenticeship course offerings.)

M Scheduled Maintenance/Instructional Equipment allocation - no new allocation is proposed at this time.

N Full-time Faculty Hiring Allocation - no new allocation is proposed at this time.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
UNRESTRICTED GENERAL FUND  
2024/25 Tentative Budget Assumptions  
February 28, 2024**

III. Appropriations and Expenditures

- A. As the District's budget model is a revenue allocation model, revenues flow through the model to the colleges as earned. The colleges have the responsibility, within their earned revenue, to budget for ALL necessary expenditures including but not limited to all full time and part time employees, utilities, instructional services agreements, multi-year maintenance and other contracts, supplies, equipment and other operating costs.
- B. Salary Schedule Adjustments - estimated at 4% for unrestricted general fund = \$6,700,862  
(FARSCCD approximate cost \$3,265,977, CSEA approximate cost \$1,817,535, Management/Other approximate cost \$1,617,350)  
The colleges will need to budget for bargained increased costs in Salaries and Benefits for part-time employees.  
The estimated cost of a 1% salary increase is \$2.27 million for all funds. The estimated cost of a 1% salary increase is \$1.67 million for the unrestricted general fund.
- C. Step and column movement is budgeted at an additional cost of approximately \$2.26 million including benefits for FD 11  
(FARSCCD approximate cost \$1,103,900 CSEA approximate cost \$614,327, Management/Other approximate cost \$546,372)  
For all funds, it is estimated to = \$3.07 million (FARSCCD = \$1,333,640, CSEA = \$1,002,446, Management/Others = \$733,435)  
In addition, the colleges would need to budget for step/column increases for P/T faculty.
- D. Health and Welfare benefit premium cost increase as of 1/1/2024 is estimated at 3.0% for an additional cost of approximately \$606,621 for active employees. For retirees estimated to be \$178,906.  
State Unemployment Insurance (.05%)  
CalSTRS employer contribution rate will stay the same in 2024/25 at 19.10% for no increase.  
(Note: The cost of each 1% increase in the STRS rate is approximately \$760,000.)  
CalPERS employer contribution rate will increase in 2024/25 from 26.68% to 27.80% for a increase of \$478,583.  
(Note: The cost of each 1% increase in the PERS rate is approximately \$427,000.)
- E. The full-time faculty obligation (FON) for Fall 2024 is estimated to be 354. The Fall 2023 report indicated the District was 52.6 faculty over its FON and will meet its Fall 2024 obligation without the need to hire additional faculty. The current cost for a new position is budgeted at Class VI, Step 12 at approximately \$182,677. Penalties for not meeting the obligation amount to approximately \$92,511 per FTE not filled. Each faculty hired over the FON adds cost of (\$182,677- \$63,944) = \$118,733 if deduct hourly cost.
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/24 for hourly faculty is \$96.39 x 18 hrs/LHE= \$1,735 (FY 2024/25)  
(Total cost of salary and benefits of part-time faculty to teach 30 LHE = \$63,944)
- G. Retiree Health Benefit Fund (OPEB/GASB 75 Obligation) - The calculated Employer Contribution Target is estimated to be less than our current pay as you go therefore the district will decrease the employer payroll contribution from .75% to 0% of total salaries. This provides savings of \$994,709 for the unrestricted general fund.
- H. Capital Outlay Fund - The District will continue to budget \$1.5 million for capital outlay needs.
- I. Utilities cost increases of 15%, estimated at \$100,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$160,000.
- K. Property and Liability Insurance transfer estimated at \$2,500,000 (no change).
- L. Other additional DS/Institutional Cost expenses: approved at 10/25/23 POE
- |   | Ongoing Cost | One-time Cost |
|---|--------------|---------------|
| Business Services (Reorg 1369 - Sr. Payroll Specialist)   | \$ 132,632   |               |
| Human Resources (Reorg 1370 - 2 Senior Business Partners and 1 Business Partner)  | \$ 508,334   |               |
| ITS Positions (Reorg 1387 - FT Enterprise Applications Manager and Reorg 1388 - PT Media Systems Electronic Technician) | \$ 276,756   |               |
| Facilities Planning - Energy/Sustainability Manager   | \$ 217,820   |               |
| Chancellor's Office - \$20K - Institutional Memberships + \$20K - Travel/Conference Expense                             | \$ 40,000    |               |
- M. Eighth contribution of Santiago Canyon College ADA Settlement expenses of \$2 million from available one-time funds.



**Rancho Santiago Community College District**  
**Unrestricted General Fund Summary**  
**2024/25 Tentative Budget Assumptions**  
**February 28, 2024**

*	<u>New Revenues</u>	Ongoing Only	One-Time
A	Student Centered Funding Formula		
B	Projected COLA of 0.76%	\$1,711,660	
B	Projected SCFF Base Increase	\$0	
B	Projected Growth/Restoration/SAC Large College	\$15,428,960	
B	Deficit Factor (3.55%) - additional	(\$3,982,051)	
D	Unrestricted Lottery	\$364,024	
H	Mandates Block Grant	\$6,882	
I	Non-Resident Tuition	\$700,000	
J	Interest Earnings	\$2,100,000	
L	Apprenticeship - SCC	\$0	
EGK	Misc Income	\$41,933	
N	Full-time Faculty Allocation	\$0	
	<b>Total</b>	<b>\$16,371,408</b>	
	 <u>New Expenditures</u>		
B	Salary Schedule Increases/Collective Bargaining	\$6,700,862	
C	Step/Column	\$2,264,599	
D	Health and Welfare/Benefits Est. Increase 3.0% - Active	\$606,621	
D	Health and Welfare/Benefits - Retirees	\$178,906	
D	Health and Welfare - Part-time Faculty (placeholder)	\$0	
D	CalSTRS Increase	\$0	
D	CalPERS Increase	\$478,583	
D	State Unemployment	\$0	
E	Full Time Faculty Obligation Hires	\$0	
E	Non-Credit Faculty (Non FON)	\$0	
E/F	Hourly Faculty Budgets (Match Budget to Actual Expense)	\$0	
G	Cost of Retiree Health Benefit (OPEB Cost)	(\$994,709)	
H	Capital Outlay/Scheduled Maintenance Contribution	\$0	
I	Utilities Increase	\$100,000	
J	ITS Licensing/Contract Escalation Cost	\$160,000	
K	Property, Liability and All Risks Insurance	\$0	
II.L	Apprenticeship - SCC	\$0	
L	Other Additional DS/Institutional Costs	\$1,175,542	
M	SCC ADA Settlement Costs	\$0	\$2,000,000
	 <b>Total</b>	<b>\$10,670,404</b>	<b>\$2,000,000</b>
	2024/25 Budget Year Unallocated (Deficit)	\$5,701,004	
	2023/24 Structural Unallocated (Deficit)	\$11,631,362	
	Additional College added ongoing cost during FY 23/24	(10,873,195)	as of 2/28/24
	Total Est. Unallocated (Deficit)	\$6,459,171	
	Vacancies & Other Adjustments & Reorgs	\$0	
	Total Amount to be Allocated through BAM	<b>\$6,459,171</b>	

\* Reference to budget assumption number

<b>Note</b>	<b>SAC</b>	\$ 7,257,601
	BC done in FY 23/24	(6,874,269)
	balance as of 2/28/24	\$ 383,332
	 <b>SCC</b>	 \$ 4,373,761
	BC done in FY 23/24	(3,998,926)
	balance as of 2/28/24	\$ 374,835

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

Number # 1387  
*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: DO/ITS/ED Services

Manager/Supervisor: Adam Howard

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
	Enterprise Applications Manager <span style="float: right; color: blue;">F</span>

Current annual salary/benefits cost \$ N/A Proposed annual salary/benefits cost \$ \$231,885.59

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): Colleges agreed to use one-time money for 23-24(fund 13)& add to the budget assumptions for 24-25  
*(Attach necessary budget change forms)*

**Reason for reorganization:**

During the 2021-2023 planning cycle, only 70% of project demand was able to be fulfilled by ITS. This number has fallen further to 54%. Having an additional manager resource will allow closer oversight of projects and obtaining efficiency through standardization. Standardization cannot currently be accomplished due to the large amount of direct reports supervised by the team Director (13), as well as the large number of projects he oversees (an average of 42 projects need oversight at any given time). Once this is accomplished the team will have the structure necessary to be able to efficiently use additional classified headcount to better meet project demand. This request was approved by the Planning and Organizational Effectiveness Committee during their meeting on 10/25/23.

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.

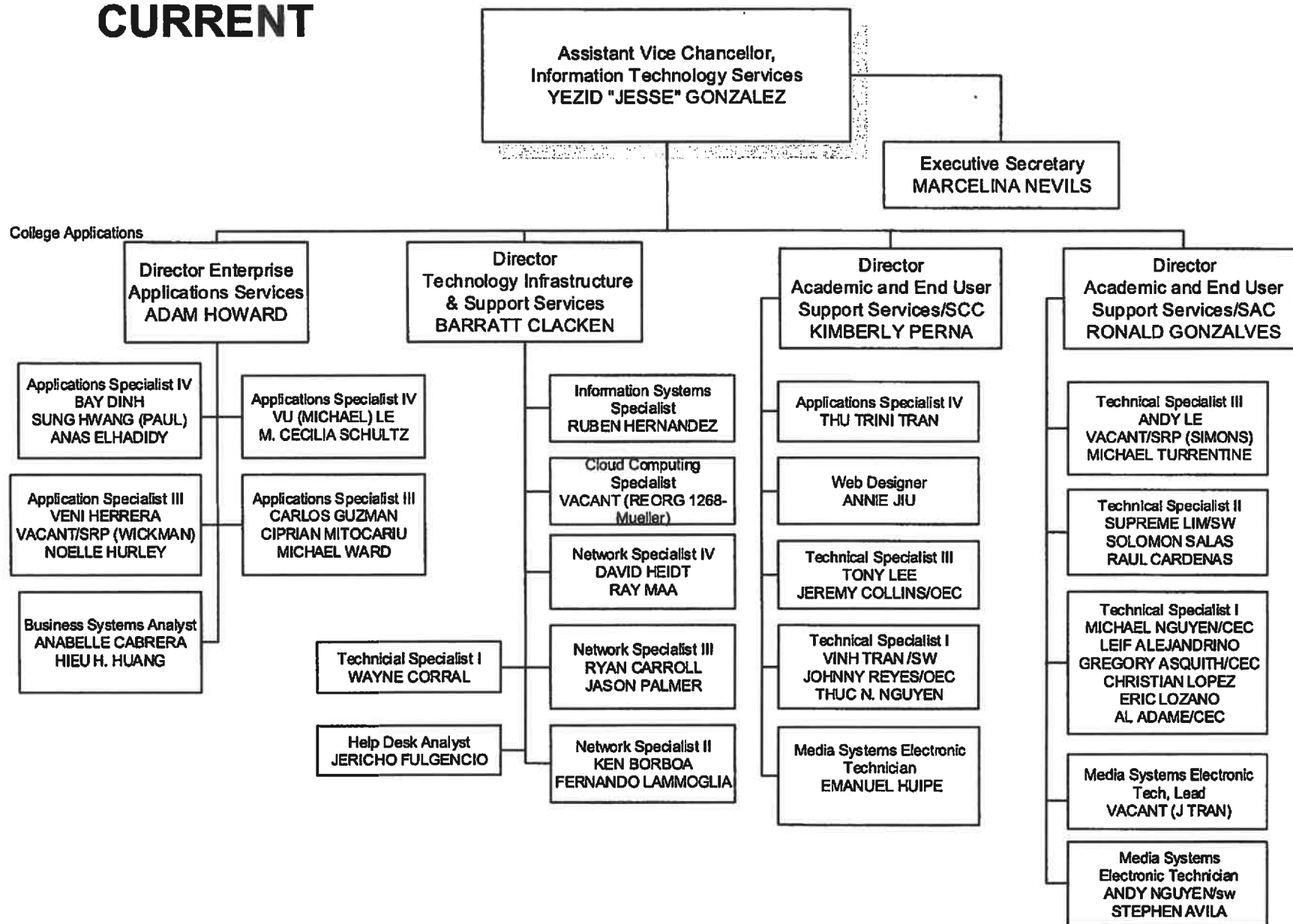
**Please note:** You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (District Cabinet Member): Enrique Perez Date: \_\_\_\_\_

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> <small>Allstair Winter (Feb 6, 2024 17:06 PST)</small>	Business Operations & IT Services (Signature/Date): <u>[Signature]</u> <small>Adam O'Connor (Feb 7, 2024 08:12 PST)</small>
	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>[Signature]</u> <small>Marvin Martinez (Feb 12, 2024 12:29 PST)</small>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

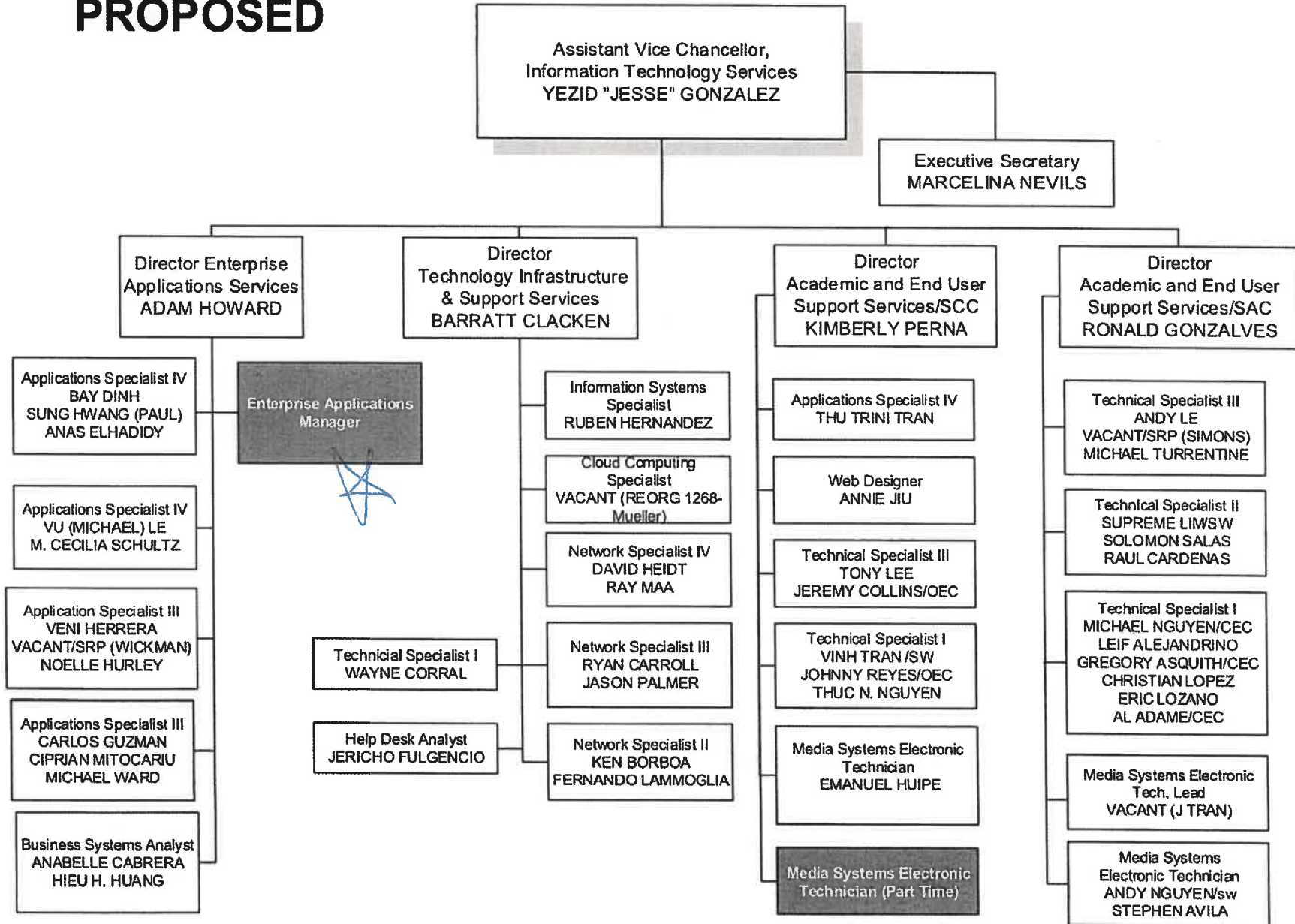
**Rancho Santiago Community College District  
EDUCATIONAL SERVICES  
INFORMATION TECHNOLOGY SERVICES**

**CURRENT**



**Rancho Santiago Community College District  
EDUCATIONAL SERVICES  
INFORMATION TECHNOLOGY SERVICES**

**PROPOSED**



# RSCCD

# 2023-2024 Cost of Position

## COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
ENTERPRISE APPLICATIONS MANAGER GRADE & STEP			
Grade F/Step 4	\$ 12,519.608	12	\$ 150,235.30

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	40,082.78	
SOCIAL SECURITY	6.200%	9,314.59	
MEDICARE	1.450%	2,178.41	
UNEMPLOYMENT	0.050%	75.12	
WORKERS COMP	1.500%	2,253.53	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.880%</b>	<b>\$ 53,904.43</b>	<b>\$ 53,904.43</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 204,139.73</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 3,625.44</b>	<b>\$ 3,625.44</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months) =	\$ 150,235.30	135.21	
MEDICAL INSURANCE (see below)		23,985.21	
<b>TOTAL INSURANCE COST</b>		<b>24,120.42</b>	<b>\$ 24,120.42</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 231,885.59</b>
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BENEFITS =	\$ 81,650.29
BENEFIT COST AS A PERCENT OF CONTRACT =	54.35%

Admn., Superv/Mang. & Conf.	Max	41,555.88	23,985.21	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
MARCH 2022

**MANAGER OF ENTERPRISE APPLICATIONS**  
**JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

**POSITION OVERVIEW**

Under general direction, manages and coordinates development and support for enterprise software applications; plans, organizes, supervises and directs the activities of an applications development and systems programming section of professional staff; ensures the effective planning and completion of multiple software projects of varying size and scope to meet business area requirements; manages the planning, analysis, design, conversion, testing, implementation, and operation of enterprise applications; drives innovation and oversees software architecture design and integration with third-party applications; assumes and performs related duties and responsibilities as required. This position reports to the designated Information Technology Services supervisor or administrator.

**REPRESENTATIVE DUTIES**

- 1) Provides hands-on leadership in the design, development, support, and implementation of software applications.
- 2) Provides scope and prioritization on work assignments, paying strong attention to detail and deadlines.
- 3) Assigns, trains, evaluates and supervises staff.
- 4) Coordinates applications/database support and development activities through direct and indirect staff as well as contracted services.
- 5) Performs systems analysis and project management activities that include planning, designing, implementing, and maintaining districtwide business applications and reporting systems.
- 6) Follows development standards methodology based on best practices that accommodates changing business priorities.
- 7) Utilizes and promotes the use of enterprise tools and development/support standards, guidelines for security and accuracy of application software systems.
- 8) Manages, monitors, and maintains system integrity including Enterprise Resource Planning (ERP)/Student Information System (SIS), Learning Management System (LMS), business intelligence, reporting and other enterprise systems.
- 9) Communicates with personnel from a variety of departments including staff, faculty, administrators and various vendors and researchers to exchange information concerning existing and proposed application systems and to gather and document business requirements.
- 10) Represents the department on committees and workgroups and attends meetings related to district's application operations.
- 11) Leads in the development of technical specifications for services, technology and information systems.
- 12) Conducts process analysis, and drafts conceptual designs.
- 13) Ensures that team members are responding to, and troubleshooting reported problems pertaining to application performance and reliability.
- 14) Identifies the root cause of issues and develops and implements an approved approach for resolution.
- 15) Recommends funding and procurement of information systems enhancements.
- 16) Performs advanced programming tasks on development projects.
- 17) Provides technical assistance and guidance to staff assigned to work on application operations.
- 18) Leads the development of appropriate programs in accordance with user requirements and assures that documentation and training materials provide an adequate basis for system use.
- 19) Attends conferences, seminars and trainings to keep up with the industry in regard to the district's application software.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
MARCH 2022

**MANAGER OF ENTERPRISE APPLICATIONS**  
**JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)**

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- 1) System design, development, implementation and application support and troubleshooting principles and practices.
- 2) Understanding of database management principles and practices.
- 3) Project management principles, advanced systems analysis methods and techniques of IT applications and development such as Agile Software Development and Scrum principles.
- 4) Understanding of applicable Federal, State, and local laws, rules, and regulations affecting data collection, processing, consolidation, analysis, and reporting.
- 5) ERP/SIS, LMS, CRM, and CMS applications business and back office applications, preferably used in an educational environment.
- 6) Understanding of Forms and Reports Relational Database programming, ODBS and API data access.
- 7) Experience developing and implementing standard operating procedures.

**Ability to:**

- 1) Act as a lead programmer, senior developer, project manager or technical supervisor.
- 2) Programming capabilities using object-oriented computer languages and ability to support complex relational database management systems.
- 3) Ability to evaluate and design new systems and apply them to new or existing business processes, while facilitating staff and end user training.
- 4) Ability to provide excellent customer service, manage enterprise-wide application system projects and communicate technical information to a non-technical audience.
- 5) Capability to support public and private cloud computing environments and develop automated business systems.
- 6) Maintain current knowledge of trends and technological advancements in assigned areas of responsibility.
- 7) Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students and staff.
- 8) Ability to establish and maintain effective and cooperative working relationships with members of the user community and Information Technology personnel while exhibiting tact, patience, and diplomacy.
- 9) Exhibit proficiency in clear and concise verbal and written communication.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Bachelor's degree in Information Technology, Computer Science, Business Administration, Business Systems Computer Science, or a related field and five years of increasingly responsible experience with application development/database reporting, enterprise information systems, system or data architecture, formal software development methodologies.

Board Approval: March 14, 2022

**Signature:** Thao Nguyen  
Thao Nguyen (Feb 7, 2024 07:39 PST)  
**Email:** Nguyen\_Thao@rscdd.edu

**Signature:** *Debra Gerard*  
**Email:** gerard\_debra@rscdd.edu

**Signature:**  
**Email:** gerard\_debra@rscdd.edu



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

Number # 1388  
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: DO/ITS/ED Services

Manager/Supervisor: Kimberly Perna

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
	Media Systems Electronic Technician (Part time) <u>19 H/12M.</u>

Current annual salary/benefits cost \$ N/A Proposed annual salary/benefits cost \$ 33,851.41 32,223.23  
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): Colleges agreed to use one-time money for 23-24(fund 13)& add to the budget assumptions for 24-25  
*(Attach necessary budget change forms)*

**Reason for reorganization:**

The need to support the hybrid delivery of Board and Board committee meetings is impacting the availability of Media resources located at the colleges and has increased the use of overtime. Hiring additional staffing is a more cost efficient way to handle current demand. Estimates are that for the same current cost, a part time resource would provide double the amount of hours of support that are currently being funded for OT. This request was approved by the Planning and Organizational Effectiveness Committee during their meeting on 10/25/23.

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): Enrique Perez Date: \_\_\_\_\_

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>Alistair Winter (Feb 6, 2024 17:06 PST)</u>	Business Operations / IT Services (Signature/Date): <u>TN Adam O'Connor (Feb 7, 2024 08:12 PST)</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>DG Marvin Martinez (Feb 12, 2024 12:28 PST)</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

steps is 15 570  
 4 - STEP

**RSCCD**

**2023-2024 Cost of Position**

**COST OF NEW POSITION - CLASSIFIED 19 HOURS OR LESS and SHORT TERM**

<b>MEDIA SYSTEMS ELECTRONIC TECHNICIAN</b>			
GRADE & STEP			ANNUAL COST
13/Step3	3127	<del>\$32.85</del>	
		19 HRS/52 WEEKS	
		988.00	\$ 32,455.80

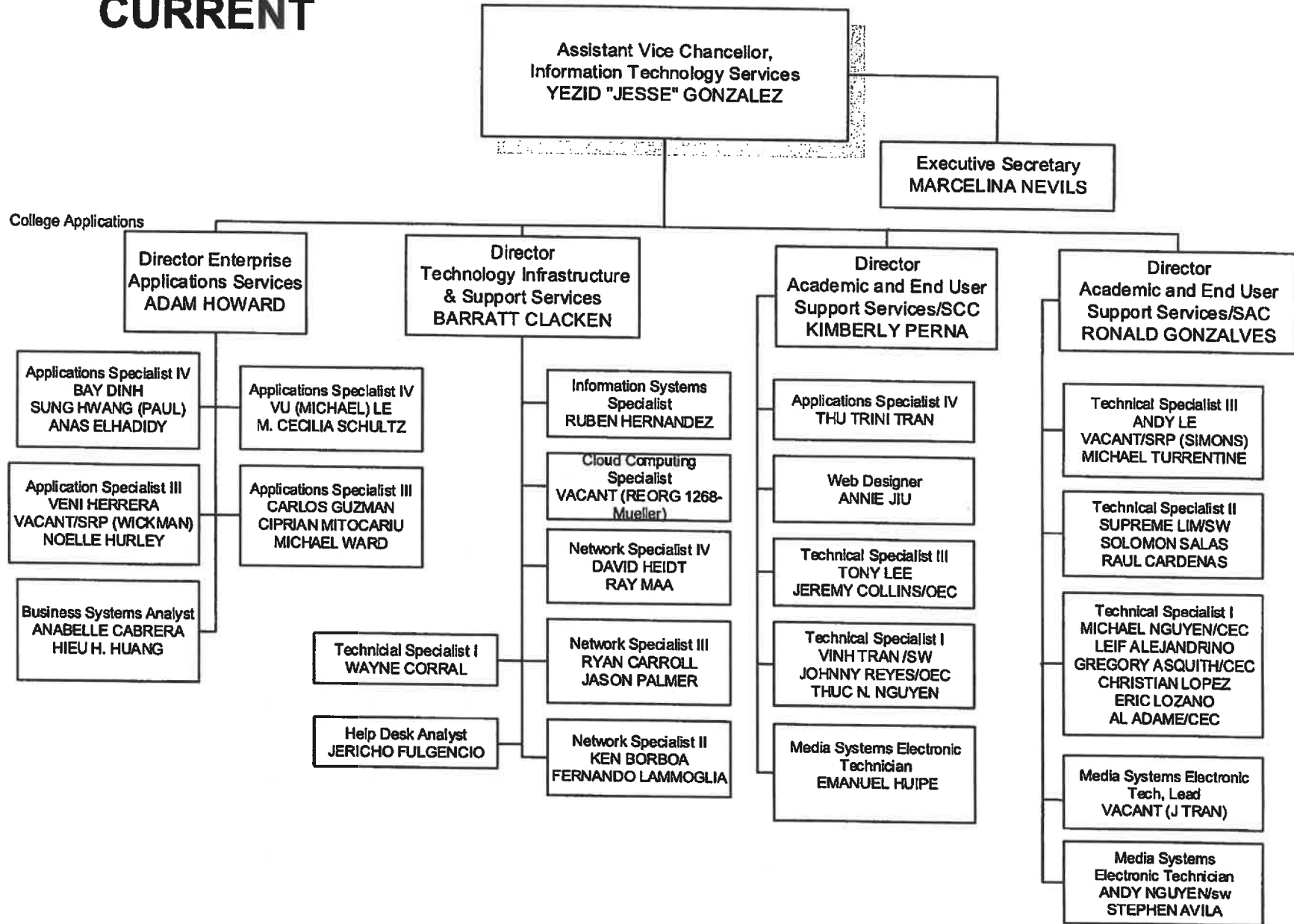
SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PARS or PERS (see below)	1.300%	421.93	
MEDICARE	1.450%	470.61	
UNEMPLOYMENT	0.050%	16.23	
WORKERS COMP	1.500%	486.84	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>4.300%</b>	<b>\$ 1,395.61</b>	<b>\$ 1,395.61</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 33,851.41</b>
<b>TOTAL COST OF POSITION</b>			<b>\$ 33,851.41</b>

BENEFITS =	\$ 1,395.61
BENEFIT COST AS A PERCENT OF CONTRACT =	4.30%

PERS	26.680%	8,659.21
Soc. Sec.	6.200%	2,012.26
Some part-time classified are members of PERS and would then have PERS of 26.68% and Soc. Sec. of 6.2% instead of PARS of 1.3 %		

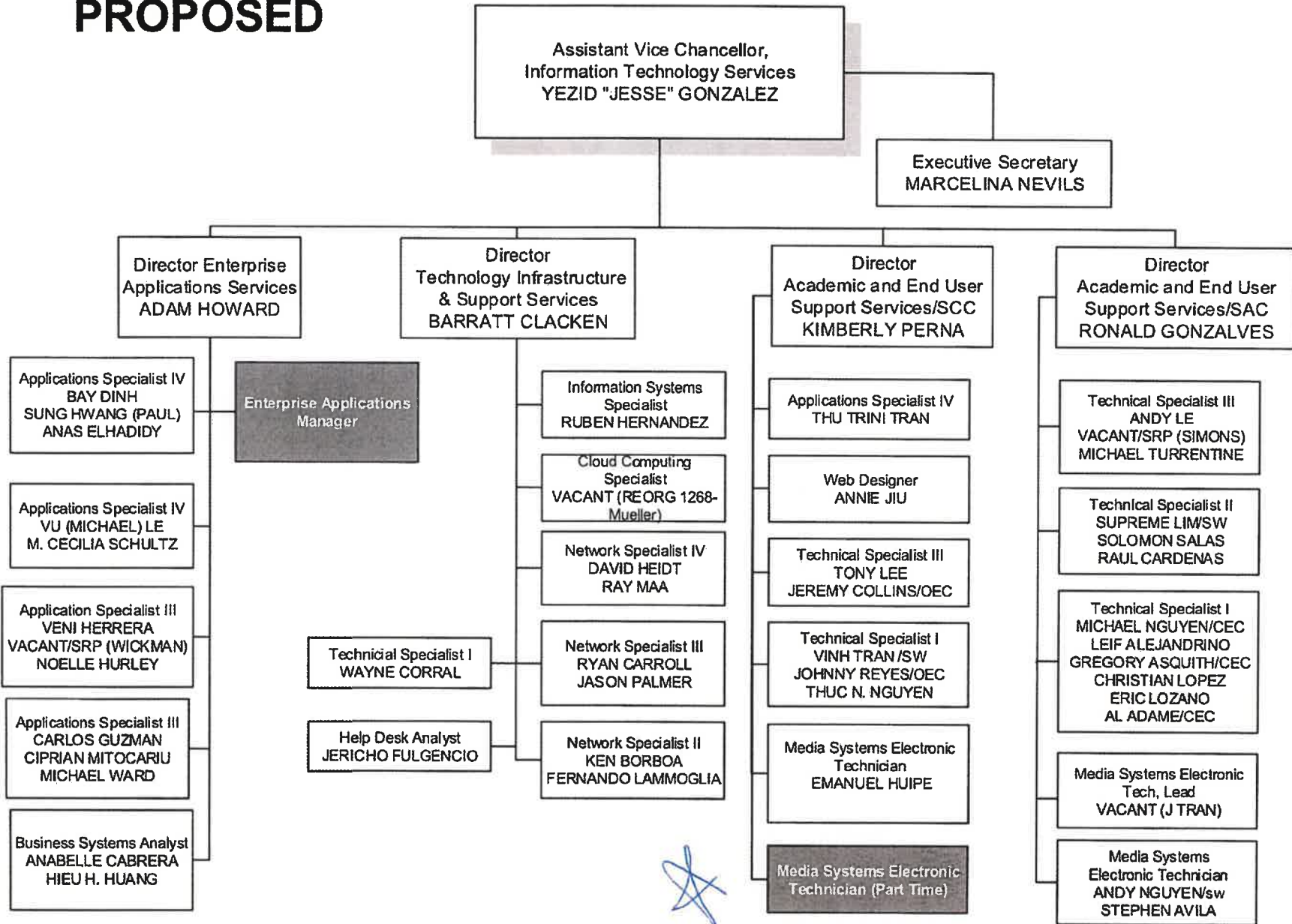
**Rancho Santiago Community College District  
EDUCATIONAL SERVICES  
INFORMATION TECHNOLOGY SERVICES**

**CURRENT**



**Rancho Santiago Community College District  
EDUCATIONAL SERVICES  
INFORMATION TECHNOLOGY SERVICES**

**PROPOSED**



# RSCCD

# 2023-2024 Cost of Position

## COST OF NEW POSITION - CLASSIFIED 19 HOURS OR LESS and SHORT TERM

<b>MEDIA SYSTEMS ELECTRONIC TECHNICIAN</b>			
<b>GRADE &amp; STEP</b>			<b>ANNUAL COST</b>
13	\$31.27	19 HRS/52 WEEKS 988.00	\$ 30,894.76

<b>SALARY RELATED TAX/BENEFITS</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
PARS or PERS (see below)	1.300%	401.63	
MEDICARE	1.450%	447.97	
UNEMPLOYMENT	0.050%	15.45	
WORKERS COMP	1.500%	463.42	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>4.300%</b>	<b>\$ 1,328.47</b>	<b>\$ 1,328.47</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 32,223.23</b>
<b>TOTAL COST OF POSITION</b>			<b>\$ 32,223.23</b>

<b>BENEFITS =</b>	<b>\$ 1,328.47</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>4.30%</b>

<b>PERS</b>	<b>26.680%</b>	<b>8,242.72</b>
<b>Soc. Sec.</b>	<b>6.200%</b>	<b>1,915.48</b>

Some part-time classified are members of PERS and would then have PERS of 26.68% and Soc. Sec. of 6.2% instead of PARS of 1.3 %

## **MEDIA SYSTEMS ELECTRONICS TECHNICIAN**

### **CLASS SUMMARY**

Under direction – analyzes, constructs, integrates, installs, repairs, modifies and operates a wide variety of electronic equipment to include audio-visual and multi-media equipment. Trains faculty and staff on equipment use. Performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Performs repairs, maintenance and modifications to all audio-visual and multi-media equipment. Sets up and operates public address systems, computers and projectors; troubleshoots problems that can occur in the computer/projector systems in the classroom and other venues. Maintains and services electronic whiteboards and display panels, video servers, A/V electronic switchers, and other analog and digital video broadcasting equipment. Installs software and maintains computers on integrated systems. Determines and tests the compatibility of new equipment with existing inventory. Maintains and repairs overhead projectors, flat or smart televisions, LCD Projectors, TV/DVD combo systems, public address systems, microphones, and speakers; utilizes electronic test equipment and tools in making repairs; determines and orders parts; operates TV analyzers, radio frequency generating and measuring units, and such mechanical equipment as drill press, soldering, and similar equipment; analyzes existing systems to plan for upgrades and modifications or to create requirements for new systems; participates in the design, engineering, construction and installation of audio-visual and related electronic multi-media systems; communicates with instructional personnel and other users to assess problems and propose modifications and to keep them informed of work status; provides guidance and training to the faculty/managers in the use of media systems and applications; maintains or assists in maintaining parts and stock inventory.

### **ORGANIZATIONAL RELATIONSHIPS**

Positions in this class report to the designated manager.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and experience equivalent to five years of skilled, audio-visual, computer based multimedia equipment repair at the component level.

**MEDIA SYSTEMS ELECTRONICS TECHNICIAN (continued)**

**Knowledge and Abilities**

**Knowledge of:** classroom mediated equipment is required, maintenance, overhaul, and repair of all types of electronic audio-visual equipment, computer based multi-media equipment, and of the related use of electronic repair and test equipment; circuitry and mechanical operation of monitors, waveform, vector scope, video monitors, video projectors, DVD playback and recorder of all formats, digital video cameras, and other types of audio-visual equipment; radio and sound theory, television repair principles and techniques; principles of electricity; record keeping, safety principles and practices.

**Ability to:** diagnose defects in electronics equipment and make necessary major or minor repairs; maintain simple records; interpret system schematics and technical service manuals; work cooperatively with others; follow oral and written directions; work under peaks of pressure and interruption; assist in demonstrating proper audio-visual, computer based equipment operation; follow safety practices in electrical work and the use of tools and equipment.

**Physical Requirements:** Ability to lift 50 pounds.

**Signature:** Thao Nguyen  
Thao Nguyen (Feb 7, 2024 07:43 PST)  
**Email:** Nguyen\_Thao@rscdd.edu

**Signature:** Debra Gerard  
**Email:** gerard\_debra@rscdd.edu

**Signature:**  
**Email:** gerard\_debra@rscdd.edu

**Signature:**  
**Email:** winter\_alistair@rscdd.edu

**MANAGER, HUMAN RESOURCES OPERATIONS (NEW)  
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

**POSITION OVERVIEW**

The Manager, Human Resources is responsible for coordinating and implementing human resources activities, policies, and programs that support the District's mission, vision, and values. This role involves overseeing the full spectrum of human resource functions, including recruitment, employee relations, leave management, classification and compensation, performance management, and compliance with applicable laws and regulations. The Manager provides responsible administrative support to District and college managers, administrators and employees in conformance with applicable laws, contracts, and District policies, procedures and practices.

**REPRESENTATIVE DUTIES**

1. Assume daily management responsibility for assigned human resources services and activities within the District Human Resources Office or an assigned area.
2. Innovates and implements new ideas for process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
3. Serve as the liaison and point of contact on assigned human resources matters, services, and activities with other departments, divisions, and outside agencies; respond to inquiries and requests for information concerning policies, procedures, and practices; advise, educate, and provide guidance on human resources matters; negotiate and resolve sensitive and controversial issues; provide consistent interpretation/application of applicable laws and human resources policies, procedures, and practices.
4. Partners closely with peers and stakeholders across the District to assess existing Human Resource programs, processes, and procedures and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
5. Monitors and informs on legislative changes relevant to Human Resources.
6. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
7. Supervises record-keeping system that records, monitors, and keeps current all relevant documents.
8. Responsible for operational efficiency, utilizing all HR systems' capabilities to maximize the effectiveness of Human Resources business processes.
9. Liaises with project consultants, ITS and other departments to update HRIS processes, data migration, and data integrity.
10. Innovates and develops Professional Development programs with research-based effect and sustainable results on topics such as Equal Employment Opportunity, Diversity, Equity and Inclusion, leave management and performance management.
11. Participate in administering, evaluating, and assessing the District's Human Resources Information System (HRIS); oversee human resources related data collection, analysis, and reporting; supervise the input of data to ensure its integrity and accuracy; ensure effective and efficient administration of electronic application and database systems; provide professional support to other staff in data analysis.
12. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
13. Develop and/or conduct new employee orientation, welcoming, and integrating new hires; develop and/or conduct exit interviews for personnel leaving employment.
14. Oversee or perform the processing of reassignments, transfers, and separations.
15. Participate in the classification, compensation, and benefits studies and surveys; compile data and prepare written reports including recommendations for action; administer established salary structure, pay policies, and employee benefit programs and services; review practices and procedures for adherence to District policies and procedures.
16. Delivers management coaching and training where needed to front-line managers and senior leaders.
17. Constructs effective work relationships at all levels of the organization, influences behavior, and manages positive change.
18. Supports leadership in enhancing Human Resources visibility and providing innovative and proactive needs for District and campus stakeholders.
19. Leads, coaches, supervises, and leads classified staff in a variety of Human Resources areas.
20. Performs other duties as assigned.



**MANAGER, HUMAN RESOURCE OPERATIONS,  
JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)  
KNOWLEDGE AND ABILITIES**

**Knowledge of:**

1. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs
2. Proven practices and strategies for recruitment and retention tools and processes.
3. Innovative strategies to build and effectively delivering an inclusion, diversity, equity, and belonging recruitment strategy from the ground up, including design of roadmaps to lead incremental progress towards long-term vision and goals.
4. Principles, policies and practices of personnel administration as it relates to wage and salary administration, employee/labor relations, classification and compensation, state and federal laws such as ADA, and EEO;
5. Budget administration, supervision, training, employee and organizational development, recruitment/selection, position classification, leadership, team building, motivation and conflict resolution;

**Ability to:**

1. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
2. Proven ability to define, influence, refine and implement processes, procedures, and policies.
3. Analyze and strategize with metrics to guide strategy.
4. Analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
5. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
6. Collaborate and influence strategically in both small team and large, cross-functional environments.
7. Participate in the preparation and administration of assigned budget.
8. Analyze situations and make appropriate decisions and/or recommendations.
9. Quickly learn and effectively interpret and apply rules, regulations and precedents to HR issues and develop working solutions.
10. Clearly communicate ideas and recommendations.
11. Write clear, comprehensive, and concise reports.
12. Work with and provide direction to other employees in the completion of the day-to-day work.
13. Effectively serve as a resource to management staff and employees pertaining to human resources related problems, contract interpretation, concerns, and issues.
14. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
15. Research, analyze, and evaluate new service delivery methods and techniques.
16. Interpret and apply federal, state, and local policies, laws, and regulations.
17. Formulate and conduct presentations to employees, supervisors, and managers.
18. Plan and organize work to meet changing priorities and deadlines.
19. Participate in the administration of the Human Resources Information System.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

A Bachelor's degree from an accredited college or university and three (5) years of related work experience OR Juris Doctorate from an accredited college or university and one (3) year of related work experience OR Equivalent combination of training and experience.

**DIRECTOR, ~~PEOPLE AND CULTURE HUMAN~~  
RESOURCES**

**POSITION OVERVIEW**

~~Director, Human Resources is responsible for planning, organizing and directing assigned District wide human resources management functions including but not limited to, human resources daily operations; recruitment and selection processes; classification and compensation; leave coordination; compliance with federal and state laws, District policies and procedures; and promoting positive employer-employee relations. In addition, this position assists with negotiations and leads complex technology initiatives. This positions reports to the Assistant Vice Chancellor, Human Resources. The Director of People and Culture leads, partners, and optimizes the delivery of consistently excellent people and culture related strategy in the areas such as organizational design, technology innovation, continuity planning, on boarding, employee communications, training, performance management, employee relations, total rewards, compliance, labor partnership, and coaching. The Director of People and Culture reports to the Assistant Vice Chancellor of People and Culture.~~

**REPRESENTATIVE DUTIES**

- ~~1. Proactively partners with stakeholders to influence organizational transformation.~~
- ~~2. Engages in integrated, actionable talent recruitment strategies and initiatives that help address equity gaps and improve equal employment opportunity. grow the business and deliver results Assist in maintaining the District's Applicant Tracking, Onboarding, and related employment systems. Recommend and implement enhancements, changes to improve efficiency and service to applicants and the district. Recommend and implement changes to improve equity outcomes and goals.~~
- ~~3. Innovates on People and Culture Human Resource processes and technologies in fields areas such as onboarding, diversity recruitment, peopleanalytics, leave coordination sustainability, and fiscal management.~~
- ~~4. Serving as the software application administrator for systems used by human resources such as applicant tracking systems, recruitment software, benefits systems and HRIS.~~
- ~~5. Develop and recommend new and revised rules, regulations, policies and procedures, systems, and best practices to conduct the District's People and Culture employee services projects and programs; oversee the maintenance of the People and Culture Procedures Manual.~~
- ~~6. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels; allocate resources accordingly.~~
- ~~7. Provide responsible staff assistance to designated administrator; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to human resources programs, policies, and procedures as appropriate; prepare and present staff reports and other necessary correspondence including reports and agenda items for the Community College District's Board of Trustees.~~
- ~~8. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.~~
- ~~9. Participate in the administration of employee leaves of absence programs; ensure compliance with all federal, state, and local laws and regulations as well as District Board policies and administrative regulations; oversee the maintenance of databases including FMLA and family illness database.~~
- ~~10. Establish and implement People and Culture plans that effectively communicate and support the company's core values, vision, and overall business objectives while paying attention to the impact on employees.~~
- ~~11. Coaches stakeholders on people management practices that will create a highly engaged culture of high performance; deliver management coaching and training where needed to front-line managers and senior leaders.~~
- ~~12. Cultivates and strengthens relationships to implement all People and Culture initiatives and strategies. Provide guidance and input on workforce planning to support business strategy.~~
- ~~13. Analyzes trends and metrics in partnership with the broader cross-functional People and Culture team to develop solutions, programs, and opportunities for learning.~~
- ~~14. Collaborates to provide strategy to resolve complex and escalated employee relations affairs.~~
- ~~15. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.~~
- ~~16. Operates in a collaborative, positive and open manner - modeling key cultural indicators in your work, team~~

**DIRECTOR, ~~PEOPLE AND CULTURE HUMAN~~  
RESOURCES**

interactions and relationships with ~~partners and~~ all employees and external partners.

17. Constructs Develop effective work relationships at all levels of the organization, influence behavior, and manage change.
- ~~18. A cultural advocate: proposes/facilitates actions to support employee engagement.~~
19. Partners closely with management and team members ~~globally~~ to improve work relationships, build morale, and increase productivity and retention.
20. Identify training needs and coordinate professional development programs for employees, implementing initiatives to enhance employee skills, knowledge and overall job performance.
- ~~21. Supports leadership in enhancing People and Culture visibility and providing innovative and proactive needs for district and campus stakeholders.~~
22. Coaches, supervisors, and leads confidential and classified staff in a variety of ~~People and Culture areas~~ Human Resource functions.
23. Performs other duties as assigned and serves as a backup to the Vice Chancellor, Human Resources of ~~People and Culture~~ and the Assistant Vice Chancellor ~~of People and Culture,~~ Human Resources.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

1. Operations, services, and activities of a comprehensive human resources program.
2. Principles, policies, and practices of human resources management including recruitment and selection, classification and compensation, employee/labor relations, and employee and organizational development.
3. Negotiation principles and practices.
- ~~4. Success with providing People and Culture support in a multi-stakeholder organization across multiple locations.~~
- ~~5. Experience innovating in the People and Culture space through technology and stakeholder collaboration.~~
6. Applicable sections of California Education Code, Labor Laws, and relevant federal and State legislation as they relate to specific area of responsibility.
- ~~7. Experience identifying and building strategic cross-functional partnerships across all levels of the business to understand challenges.~~
8. Issues of cultural diversity and Equal Opportunity principles and legal requirements.
9. Leadership, team building, motivation, and conflict resolution principles
10. Principles of supervision, training, and performance evaluation.
11. Research techniques and statistics in personnel matters, classification, job analysis, recruitment ~~selection,~~ and selection, and compensation analysis. ~~benefit administration.~~
12. Experience with software such as Ellucian Banner/Colleague, NeoGov/Workday, and/or other related HRIS/People and Culture software.
13. Effective and concise verbal and written communication skills with the ability to collaborate and influence with cross-functional team members.

**Ability to:**

1. Oversee and participate in the management of a human resources program within the District Human Resources Office.
2. Investigate complaints and make appropriate recommendations.
3. Participate in collective bargaining negotiations and contract administration.
4. Interpret and apply provisions of Federal laws, Education Code, Government Code, Title 5, Title IX, and other federal and state regulations as related to the responsibilities of the position.
5. Oversee, direct, and coordinate the work of assigned staff.
6. Select, supervise, train, and evaluate staff.
7. Participate in the development and administration of goals, objectives, and procedures for assigned area.

**DIRECTOR, ~~PEOPLE AND CULTURE HUMAN~~  
RESOURCES**

- ~~8. Analyze and strategize with people metrics to guide strategy.~~
- ~~9. Innovate on software packages for recruitment, personnel, spreadsheets and databases.~~
- ~~10. Strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People initiatives.~~
- ~~11. Show success utilizing employee attraction, engagement, and retention strategies.~~
- ~~12. Gather and analyze data and situations and make appropriate decisions. Gather and analyze data, reason- logically and draw valid conclusions.~~
13. Analyze and assess programs, policies, and operational needs and make appropriate adjustments
14. Prepare and present comprehensive, concise, and clear oral and written reports.
15. Analyze situations and make appropriate decisions and/or recommendations.
16. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
17. Clearly communicate ideas and recommendations.
18. Write clear and concise reports.
19. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- ~~20. Work with and provide direction to other employees in the completion of the day-to-day work.~~
- ~~21. Excel in an ever-changing environment using an ambitious mindset.~~

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Master's Degree/Juris Doctorate/Doctorate degree from an accredited college or university and (2) year of related work experience.

Board Approved: ~~March 28, 2022~~

**MANAGER OF ~~PEOPLE & CULTURE/HUMAN RESOURCES~~  
EMPLOYE RELATIONS AND DISTRICT INVESTIGATIONS**

**POSITION OVERVIEW**

The Manager of ~~People & Culture~~ Employee Relations/Investigations innovates, delivers, and collaborates on duties to solidify the District's commitment to foster an inclusive and equitable environment where all students and employees are able to thrive and belong authentically. The Manager serves as the District's Title IX investigator, Section 504/ADA deputy coordinator and supports via duties encompassing all aspects of U.S. Equal Employment Opportunity Commission ("EEOC"), California Department of Fair Employment and Housing ("DFEH"), U.S. Department of Education Office of Civil Rights ("OCR"), Title IX, Jeanne Clery Act, and related federal/state/local legislations. The Manager of Employee Relations further ensures the delivery of consistently excellent ~~people and culture~~ human resource related strategy in the areas such as learning and development, wellness, process innovation, total rewards, and employee relations. The Manager of ~~People & Culture~~ Employee Relations/Investigations reports to the ~~Assistant Vice Chancellor of People and Culture/Human Resources~~ designated administrator.

**REPRESENTATIVE DUTIES**

1. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
2. Innovates and implements new ideas for continuous and sustainable improvement, including process enhancements that reduce costs, strengthen stakeholder satisfaction, and/or improve the effective delivery of services.
3. Collaborates with senior leaders, managers, and employees in providing expertise in the areas such as learning & development, process innovation, total rewards, investigations, employee relations, performance management, alternative dispute resolution/mediation, and risk management.
4. Partners closely with peers and stakeholders across the District to assess existing people and culture programs, processes, and practices and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
5. Conducts thorough and comprehensive investigations to ensure the District's proactive alignment with the Civil Rights Act of 1964 (Title VII), the Education Amendments of 1972 (Title IX), the Clery Act as amended by the Violence Against Women Act Reauthorization of 2013 (VAWA), the Americans with Disabilities Act and the California Code of Regulations Title 5, and all other relevant federal, state, and local laws, statues, regulations, and District policies and procedures particularly related to matters of unlawful discrimination, harassment, and sexual assault.
6. Monitors and informs on current and upcoming legislative changes relevant to people & culture.
7. Creates and maintains a case management electronic filing system that records, monitors, and keeps current all unlawful discrimination complaints, investigations, and grievances and associated documents.

**MANAGER OF ~~PEOPLE & CULTURE/HUMAN RESOURCES~~  
EMPLOYE RELATIONS AND DISTRICT INVESTIGATIONS**

8. Plans, recommends, and develops District procedures that enable the District to proactively respond to unlawful discrimination issues; review District policies, procedures, and practices to ensure ongoing legal compliance.
9. Prepares investigative reports regarding EEO/civil rights complaints with findings of fact, analysis of credibility, and determination of responsibility on a timely basis.
10. Collaborates with faculty, staff, and administrators, provide leadership to plan, develop, organize, coordinate, and implement programs, activities, initiatives, and operations that support the District's commitment to a discrimination and harassment free environment, and a safe climate for all college community members.
11. Innovates and develops ~~in collaboration with the Assistant Vice Chancellor, People & Culture~~ in training programs that are ~~tailored around lean 80/20 learning~~ with research-based impact and sustainable results on topics such as Title IX prevention and awareness program, AB 1825 sexual harassment prevention, child abuse and neglect mandated reporters, Title IX sexual violence prevention, unlawful discrimination, and other ~~people & culture human resource~~ topics.
12. Collaborates in District alternative dispute resolution processes, EEOC/DFEH responses and State Chancellor's Officer affairs.
13. Participates in regular collaboration sessions with campus Deputy Title IX stakeholders and the District Office of Diversity, Equity, and Inclusion.
14. Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
15. Coaches stakeholders on people practices that will create a highly engaged culture of high performance; deliver management coaching and training where needed to front-line managers and senior leaders.
16. Collaborates to provide strategy to resolve complex and escalated employee relations affairs.
17. Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
18. Operates in a collaborative, positive and open manner— modeling key cultural indicators in your work, team interactions and relationships with partners and employees.
19. Constructs effective work relationships at all levels of the organization, influence behavior, and manage change.
20. A cultural advocate: proposes / facilitates actions to support employee engagement.
21. Partners closely with management and team members globally to improve work relationships, build morale, and increase productivity and retention.
22. Supports leadership in enhancing ~~People & Culture human resources~~ visibility and providing innovative and proactive needs for district and campus stakeholders.
23. Leads, coaches, supervisors, and leads classified staff in a variety of people & culture areas.
24. Performs other duties as assigned ~~and serves as a backup to the Assistant Vice Chancellor of People & Culture/Human Resources.~~

**MANAGER OF ~~PEOPLE & CULTURE/HUMAN RESOURCES~~  
EMPLOYE RELATIONS AND DISTRICT INVESTIGATIONS**

**KNOWLEDGE AND ABILITIES**

**Thorough Knowledge of:**

1. Success with providing ~~People & Culture~~ human resources support in a multi-stakeholder organization across multiple locations.
2. Applicable sections of California Education Code, Title 5, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
3. Methods and techniques of trauma-informed investigations and adjudications pursuant to California Education Code Section 67386 (b) (12) and other legal requirements.
4. Principles, practices and techniques used in the analysis, evaluation, design, planning and management of a comprehensive equal employment opportunity/Title IX/civil rights/restorative justice program and its integration with a full-scale human resources program including employee relations, employee and management training and development, and employee discipline and corrective action.
5. Proven practices and strategies for investigation, negotiation, alternative dispute resolution, mediation, and arbitration.
6. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
7. Software such as Advocate/Maxient, Ellucian Banner/Colleague, case management, and related HRIS ~~People & Culture~~ human resources software.
8. High degree of business insight; results-oriented with an ability to work independently
9. Strategies identifying and building cross-functional partnerships to understand challenges.

**Ability to:**

1. Analyze and strategize with people metrics to guide strategy.
2. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
3. ~~Strong business and financial acumen with the ability to understand drivers of shareholder value and relevant business models, and how to translate these into People initiatives.~~
4. Show success utilizing employee attraction, engagement, and retention strategies
5. Gather and analyze data, reason logically and draw valid conclusions.
6. Analyze situations and make appropriate decisions and/or recommendations.
7. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
8. Clearly communicate ideas and recommendations.
9. Write clear and concise reports.
10. Work with and provide direction to other employees in the completion of the day-to-day work.

**MANAGER OF ~~PEOPLE & CULTURE/HUMAN RESOURCES~~  
EMPLOYE RELATIONS AND DISTRICT INVESTIGATIONS**

11. ~~Excel in an ever-changing environment using an ambitious mindset~~ Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Master's Degree/Juris Doctorate/Doctorate degree from an accredited college or university and one (1) years of related work experience OR Equivalent combination of training and experience.

Board Approved: \_\_\_\_\_



**District Investigator (NEW DESCRIPTION)  
JOB DESCRIPTION - CONFIDENTIAL**

**POSITION OVERVIEW**

The District Investigator is a full journey-level position that performs complex and specialized administrative duties involving preparation, investigation, and analysis of cases related to Civil Rights, Title IX, and Workplace investigations within the District and Colleges. This role evaluates District disciplinary actions for policy and regulatory compliance, manages the intake process for reports, inquiries, and complaints, and ensures a streamlined resolution workflow. This role also engages in complex administrative studies and analyses related to Human Resources (HR) Department's procedures, policies, and precedents encompassing Title IX, workplace conflict, civil rights discrimination, harassment, retaliation, Equal Employment Opportunity (EEO) complaints, and other HR functions for all employees and students. Finally, the position coordinates with various areas of HR, legal counsel, and other departments to ensure a comprehensive approach to resolving issues. Reporting to the HR Manager, this role may also direct the work of hourly employees and staff in the Department.

**REPRESENTATIVE DUTIES**

1. Responds to and investigates Civil Rights, Title IX, and workplace conflict complaints including, but not limited to discrimination, harassment, Equal Employment Opportunity (EEO) complaints, and related retaliation reports and complaints from students and employees.
2. Conducts prompt, thorough, and impartial investigations into discrimination, harassment, and retaliation complaints related to legally protected status, while strategically implementing Title IX protective and supportive measures as required by District Policy, ensuring a fair, comprehensive process for all parties involved.
3. Serves as a reference to the interpretation, application, and compliance of District policies, procedures, protocols, and practices related to Title 5, Title VII, Title IX, ADA, 2022 Reauthorization of VAWA/Campus SaVE Act, and related state laws, such as FEHA and California Community Colleges policies.
4. Serves as a technical expert in investigative, research, and complex analysis within Human Resources, developing and implementing advanced methods and practices across various levels of the district, aligning with legal, regulatory, and policy frameworks.
5. Provides independent recommendations on the interpretation and application of policies, procedures, regulations, memorandum of understanding, and collective bargaining agreements, ensuring comprehensive and nuanced understanding.
6. Coordinates and conducts intake of complaints, reports, or inquiries.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION  
SANTA ANA, CALIFORNIA**

**REVISED JANUARY 2024**

**District Investigator (NEW DESCRIPTION)**

**JOB DESCRIPTION - CONFIDENTIAL**

7. Serves as a liaison between HR and College personnel to ensure that operational needs are met.
8. Delivers information to District and College employees about HR regulations, procedures, best practices, and forms, ensuring clarity and compliance.
9. Analyzes and makes recommendations concerning operational and technical matters in the areas of Civil Rights, Title IX, or workplace conflict areas of HR; considers conflicting or divergent opinions and produces mutually acceptable solutions to issues.
10. Conducts in-depth interviews with employees, students, and third parties, addressing violations of district policies or law; drafts comprehensive summaries with a focus on detailed fact-finding and action planning.
11. Facilitates informal resolutions and manages formal investigation processes, focusing on complex conflict resolution.
12. Coordinates and oversees projects to ensure timely completion, focusing on complex investigations and strategic initiatives.
13. Supports the preparation, maintenance, and analysis of confidential records, focusing on employer/employee relations, grievance processing, and legal matters, ensuring accuracy, confidentiality, and compliance with relevant regulations.
14. Supports HR projects, encompassing advanced data analytics, improvement audits, and system enhancements, ensuring strategic implementation and operational excellence.
15. Independently communicates HR-related information to administrators, staff, and the public, using detailed data analysis and visual aids to convey complex concepts clearly and effectively, with an emphasis on understanding the strategic implications and impact on organizational goals.
16. Demonstrates budget experience, contributing to financial planning and management within the HR Department, with an emphasis on strategic allocation.
17. Represents HR in meetings, hearings, conferences, workshops, or negotiations, focusing on complex and strategic matters.
18. Acts as an advisor and authority for District and College managers in establishing, reviewing, and documenting disciplinary policies, ensuring their fair and consistent application and offering expert counsel on addressing performance concerns.
19. Delivers comprehensive training programs for employees and managers on anti-discrimination policies and fostering a culture of respect, with a focus on addressing complex issues and strategic organizational needs.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION  
SANTA ANA, CALIFORNIA**

**REVISED JANUARY 2024**

**District Investigator (NEW DESCRIPTION)**

**JOB DESCRIPTION - CONFIDENTIAL**

20. Assists in the facilitation of Skelly meetings, expertly managing complex employee disciplinary matters with a focus on procedural fairness and compliance.
21. Monitors and informs on legislative changes relevant to Human Resources.
22. Maintains, prepares and reports appropriate HR items for the Board of Trustees meeting dockets.
23. Drafts detailed notes and summaries of intakes and interviews, including facts, policies, and action plans, while maintaining communication with the involved parties.
24. Facilitate informal resolutions and participate in formal investigation processes for conflict resolution.
25. Coordinates and monitors activities to ensure project and investigation completion within established timelines.
26. Responds, advises, and provides consultations to requests and inquiries from employees, students, members of the public, and outside agencies.
27. Supports the District and College managers in establishing and reviewing disciplinary policies, preparing and documenting performance evaluations, counseling managers on best practices for correcting performance concerns, ensuring the consistent and fair application of District policies and procedures, and reviewing negative performance evaluations to ensure sufficient documentation and justification.
28. Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Thorough knowledge of:**

1. Applicable sections of California Education Code, Title 5: Americans with Disabilities, Act, the Age Discrimination Act, California Labor Laws, California Housing and Employment Act, the California Family Rights Act, and other applicable Federal and State laws and regulations.
2. Principles of HR programs, practices, and techniques.
3. Investigative principles and application of laws, policies, rules, regulations, and practices.
4. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/HR software.
5. General HR practices and procedures related to personnel, recruitment, class compensation, organizational management, etc.
6. Reporting structures of the organization, including direct reports or collaborations with various stakeholders.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION  
SANTA ANA, CALIFORNIA**

**REVISED JANUARY 2024**

**District Investigator (NEW DESCRIPTION)  
JOB DESCRIPTION - CONFIDENTIAL**

7. Modern office practices and procedures.

Ability to:

1. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
2. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
3. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
4. Clearly communicate ideas and recommendations.
5. Display cultural competency and sensitivity in handling diverse cases and interacting individuals from various backgrounds and levels of the organization.
6. Write and provide comprehensive reports clearly and concisely.
7. Display independent analytical capabilities and a process improvement mentality.
8. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
9. Collaborate in both small teams and large, cross-functional environments.
10. Gather and analyze data, reason logically, and draw valid conclusions.
11. Analyze situations and make appropriate decisions and/or recommendations.
12. Work with and provide direction to other employees in the completion of the day-to-day work.
13. Excel in an ever-changing environment using an ambitious mindset.
14. Maintain confidentiality of non-public information.

**MINIMUM QUALIFICATIONS**

Education and Experience

A Bachelor's degree in Human Resources Management, Personnel Administration, Business Administration or related field OR equivalent education, training and/or experience and two (2) years recent experience involving the interpretation of laws and policies.

**Principal District Investigator (NEW JOB DESCRIPTION)  
JOB DESCRIPTION - CONFIDENTIAL**

**POSITION OVERVIEW**

The Principal District Investigator innovates, delivers, and collaborates on duties in promulgating the District's commitment to foster an inclusive and equitable environment where our campus community can thrive and belong authentically. The Principal District Investigator is distinguished from other journey-level positions by the nature, responsibility, analysis, complexity, and technicality of the work and by internal and external stakeholder interactions. This role also serves as a leader in making independent analysis and recommendations of factual and procedural questions, for the solution of Title IX, workplace conflict, civil rights discrimination, harassment, retaliation, Equal Employment Opportunity (EEO) complaints, and other Human Resources (HR) related issues for all employees and students. This position reports and performs its duties under the general supervision of the HR Manager, District Investigations, and may direct the work of hourly employees and staff in Human Resources.

**REPRESENTATIVE DUTIES**

1. Leads in responding to and investigating complex Civil Rights, Title IX, and workplace conflict complaints including, but not limited to discrimination, harassment, Equal Employment Opportunity (EEO) complaints, and related retaliation reports and complaints from students and employees.
2. Leads prompt, thorough, and impartial investigations into discrimination, harassment, and retaliation complaints related to legally protected status, while strategically implementing Title IX protective and supportive measures as required by District Policy, ensuring a fair, comprehensive process for all parties involved.
3. Serves as a primary reference to the interpretation, application, and compliance of District policies, procedures, protocols, and practices related to Title 5, Title VII, Title IX, ADA, 2022 Reauthorization of VAWA/Campus SaVE Act, and related state laws, such as FEHA and California Community Colleges policies.
4. Acts as a senior technical expert in investigative, research, and complex analysis within HR, developing and implementing advanced methods and practices across various levels of the district, aligning with legal, regulatory, and policy frameworks.
5. Provides expert recommendations on the interpretation and application of policies, procedures, regulations, memorandum of understanding, and collective bargaining agreements, ensuring comprehensive and nuanced understanding.
6. Assist in conducting intake of complaints reports, or inquiries.
7. Functions as a primary liaison between HR and College personnel, addressing operational needs with a focus on strategic alignment and efficiency.

**Principal District Investigator (NEW JOB DESCRIPTION)  
JOB DESCRIPTION - CONFIDENTIAL**

8. Delivers detailed and complex information to District and College employees about HR regulations, procedures, best practices, and forms, ensuring clarity and compliance.
9. Analyzes and provides high-level recommendations concerning operational and technical matters in areas of Civil Rights, Title IX, or workplace conflict in HR; synthesizes diverse opinions to formulate comprehensive solutions.
10. Conducts in-depth interviews with employees, students, and third parties, addressing complex violations of district policies or law; drafts comprehensive summaries with a focus on detailed fact-finding and action planning.
11. Leads in facilitating informal resolutions and manages formal investigation processes, focusing on complex conflict resolution.
12. Coordinates and oversees projects to ensure timely completion, focusing on complex investigations and strategic initiatives.
13. Directs the preparation, maintenance, and analysis of confidential records, focusing on employer/employee relations, grievance processing, and legal matters, ensuring accuracy, confidentiality, and compliance with relevant regulations.
14. Directs high-level Human Resources projects, encompassing advanced data analytics, improvement audits, and system enhancements, ensuring strategic implementation and operational excellence.
15. Expertly communicates HR-related information to administrators, staff, and the public, using detailed data analysis and visual aids to convey complex concepts clearly and effectively, with an emphasis on understanding the strategic implications and impact on organizational goals.
16. Demonstrates advanced budget experience, contributing to financial planning and management within the HR Department, with an emphasis on strategic allocation.
17. Leads team projects and independently carries out complex special assignments, without supervision.
18. Represents HR in high-level meetings, hearings, conferences, workshops, or negotiations, focusing on complex and strategic matters.
19. Acts as the primary advisor and authority for District and College managers in establishing, reviewing, and documenting disciplinary policies, ensuring their fair and consistent application and offering expert counsel on addressing performance concerns.
20. Acts as the primary advisor to District and College managers in establishing and reviewing disciplinary policies, preparing and documenting performance evaluations, counseling managers on best practices for correcting performance concerns, ensuring the consistent

**Principal District Investigator (NEW JOB DESCRIPTION)  
JOB DESCRIPTION - CONFIDENTIAL**

and fair application of District policies and procedures, and reviewing negative performance evaluations to ensure sufficient documentation and justification.

21. Designs and delivers comprehensive training programs for employees and managers on anti-discrimination policies and fostering a culture of respect, with a focus on addressing complex issues and strategic organizational needs.
22. Oversees and facilitates Skelly meetings, expertly managing complex employee disciplinary matters with a focus on procedural fairness and compliance.
23. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
24. Brings to life new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
25. Monitors and informs on legislative changes relevant to HR.
26. Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Thorough knowledge of:**

1. Applicable sections of California Education Code, Title 5: Americans with Disabilities, Act, Age Discrimination Act, California Labor Laws, California Housing and Employment Act, the California Family Rights Act, and other applicable Federal and State laws and regulations.
2. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of HR policies and practices and its integration with full-scale comprehensive HR programs.
3. Exceptional project management with the ability to track and manage complex processes, and a desire to lead multiple teams and multiple projects.
4. High level of stakeholder service-centricity and organizational empathy.
5. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
6. Investigative principles and application of laws, policies, rules, regulations, and practices.
7. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/HR software.
8. High degree of business insight and results-oriented. with an ability to work independently.
9. Strategies identifying and building cross-functional partnerships to understand challenges.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION  
SANTA ANA, CALIFORNIA**

**REVISED JANUARY 2024**

**Principal District Investigator (NEW JOB DESCRIPTION)  
JOB DESCRIPTION - CONFIDENTIAL**

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Success with providing Human Resources support in a multi-stakeholder organization across multiple locations.
3. Proven ability to define, influence, refine and implement processes, procedures, and policies.
4. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
5. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
6. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
7. Display cultural competency and sensitivity in handling diverse cases and interacting individuals from various backgrounds and levels of the organization.
8. Display strong analytical capabilities and a process improvement mentality.
9. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
10. Collaborate and influence strategically in both small teams and large, cross-functional environments.
11. Maintain confidentiality of non-public information.
12. Gather and analyze data, reason logically, and draw valid conclusions.
13. Analyze situations and make appropriate decisions and/or recommendations.
14. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
15. Clearly communicate ideas and recommendations.
16. Write clear, comprehensive, and concise reports.
17. Work with and provide direction to other employees in the completion of the day-to-day work.
18. Excel in an ever-changing environment using an ambitious mindset.

**MINIMUM QUALIFICATIONS**

Education and Experience

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Masters/Doctorate Degree from an accredited college or university and one (1) year of related work experience OR equivalent combination of training and experience.



~~PRINCIPAL PEOPLE AND CULTURE BUSINESS PARTNER~~

PRINCIPAL HUMAN RESOURCE ANALYST

JOB DESCRIPTION

POSITION OVERVIEW

~~The Principal People and Culture Business Partner innovates, delivers, and collaborates on duties in promulgating the District's commitment to foster an inclusive and equitable environment where our campus community is able to thrive and belong authentically.~~ The Principal ~~People and Culture Business Partner~~ Human Resource Analyst is distinguished from other journey-level positions by the nature, responsibility, analysis, complexity, and technicality of the work and by internal and external stakeholder interactions and serves as a leader in making independent analysis ~~and recommendations of factual and procedural questions~~, for the solution of people and culture related issues. The Principal ~~People and Culture Business Partner~~ Human Resource Analyst reports and performs their duties under the general supervision of the ~~People and Culture Manager~~ designated supervisor, and may direct the work of hourly employees and staff in ~~People and Culture~~ Human Resources.

REPRESENTATIVE DUTIES

1. Leads high-level human resources projects including but not limited to data analytics, classification/compensation studies, total rewards, improvement audits, human resources information systems and employee records.
2. Interprets and applies policies, procedures, regulations, memorandum of understandings, and collective bargaining agreements.
3. Prepares, maintains and analyzes confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.
4. Innovates as a system administrator for modern technology utilizing analysis, enhancement, creation, revision, and maintenance of features, reports, communication and documentation
5. Interprets, guides and assures compliance with county, state and federal regulations and guidelines concerning employment and people and culture administration.
6. Establishes and implements multi-stakeholder onboarding programs and employee lifecycle programs.
7. Collaborates in collective bargaining agreements and labor management meetings as needed.
8. Researches and prepares highly complex statistical and narrative reports on a variety of data.
9. Prepares employee, collective bargaining, confidential and other employee files, surveys, marketing trends, salary and classification comparative data, and other related information.
10. Develops and implements highly complex new and comprehensive department operating procedures methods and systems for procedural/process improvement and in accordance with legal and contract changes.
11. Advises on budget and technology to ensure strategic alignment with districtwide resources and resources.
12. Examines and proposes improved process designs to define the future of how our organization can uplift its workforce across all divisions and roles.
13. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
14. Brings to life new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
15. Partners closely with peers and stakeholders across the District to assess existing ~~people and culture~~ human resource programs, processes, and practices and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
16. Monitors and informs on legislative changes relevant to people and culture.
17. Creates and maintains an active record-keeping system that records, monitors, and keeps current all relevant documents.
18. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing ~~people and culture~~ human resource support in a multi-stakeholder organization across multiple locations.

~~PRINCIPAL PEOPLE AND CULTURE BUSINESS PARTNER~~

PRINCIPAL HUMAN RESOURCE ANALYST

JOB DESCRIPTION

2. Proven ability to define, influence, refine and implement processes, procedures, and policies.
3. Applicable sections of California Education Code, Title 5, The Educational Employment Relations Act (EERA) of 1976, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs and its integration with a full-scale comprehensive people and culture programs.
5. ~~Exceptional~~ project management ~~agile scrum/six sigma black belt skills~~, the ability to track and manage complex processes, ~~and a desire to lead multiple teams and multiple projects.~~
6. High level of stakeholder service-centricity and organizational empathy.
7. Proven practices and strategies for major functional areas such as program and product to enhance the efficiency and quality of our ~~talent procurement recruitment~~ and retention tools and processes.
8. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
9. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/~~People and Culture~~ Human Resource software.
10. High degree of business insight; results-oriented with an ability to work independently.
11. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Analyze and strategize with ~~people~~ metrics to guide strategy.
3. Exhibit strong analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
4. Respond to change with strategy and innovation.
5. Display strong analytical capabilities and a process improvement mentality.
6. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
7. Collaborate and influence strategically in both small team and large, cross-functional environments.
8. Exhibit strong business and financial acumen with the ability to understand shareholder value and relevant business models, and how to translate these into ~~people and culture~~ human resource initiatives.
9. Show success utilizing employee attraction, engagement, and retention strategies.
10. Gather and analyze data, reason logically and draw valid conclusions.
11. Analyze situations and make appropriate decisions and/or recommendations.
12. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
13. Clearly communicate ideas and recommendations.
14. Write clear, comprehensive and concise reports.
15. Work with and provide direction to other employees in the completion of the day-to-daywork.
16. Excel in an ever-changing environment using an ambitious mindset.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Masters/Doctorate Degree from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

Board Approved: ~~February 28, 2022~~