

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

APRIL 15, 2024

ADDENDUM NO. 1

FOR:

Request For Proposal (RFP) #1448 – Classification/Compensation Study

The following changes, additions, deletions, or corrections shall become a part of the RFP documents for the project named above and all other conditions shall remain the same. **Addendum No. 1 must be acknowledged by placing company name, authorized signer name, title, signature, and date at the end of this addendum and include this document in your proposal.**

Question 1:

How many employees are included in the CSEA 579 positions and how many different classifications they represent?

Answer 1:

There are approximately 486 employees and about 126 classifications.

Question 2:

Does the District have a preferred timeline for completing the two phased study?

Answer 2:

Yes, six to nine months from award of contract.

Question 3:

Is there a timeline that the District needs to start and complete the study?

Answer 3:

Yes, six to nine months from award of contract.

Question 4:

Can you tell us the number of classifications included in the study?

Answer 4:

Approximately 126 classifications.

Question 5:

Can you indicate the total number of employees to be included in the study?

Answer 5:

Approximately 486 employees.

Question 6:

Can you provide an allocation report that shows each position and the number of employees assigned?

Answer 6:

Yes, please see attached "Attachment A".

Question 7:

Does the District have a predetermined list of comparators? If yes, can you provide to us?

Answer 7:

No, not yet.

Question 8:

Will virtual meetings and partnership be acceptable for this project or is in person mandatory?

Answer 8:

Limited virtual meetings would be acceptable for the classification research, etc., but initial presentations and the final presentations of results would be in person.

Question 9:

Do you have a budget for this project?

Answer 9:

Yes.

Question 10:

What is your timeline completion goal?

Answer 10:

Six to nine months from award of contract.

Question 11:

Would you please provide a list of the job titles that will be included in the study and/or the number of job titles to be included?

Answer 11:

Yes, please see attached "Attachment A".

Question 12:

Studies show that position information questionnaires are not the most effective method of employee data collection. Would the district consider proposals using a different methodology for employee data collection?

Answer 12:

Yes.

Addendum 1 – RFP #1448 – Classification/Compensation Study

Dated: April 15, 2024

Proposer: _____

Name: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS IS THE END OF ADDENDUM NO. 1

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT



**Linda Melendez
Director, Purchasing Services**

ATTACHMENT "A"

Job Title	# In Class
Accompanist	2
Accountant	7
Administrative Clerk	45
Administrative Secretary (Former Division Secr)	18
Admissions/Records Specialist I	4
Admissions/Records Specialist II	4
Admissions/Records Specialist III	9
Admissions/Records Specialist Senior	4
Admissions/Records Tech. Specialist	3
Alternate Media Specialist	3
Applications Specialist I (Programmer Analyst)	1
Applications Specialist III (Database Adm.)	6
Applications Specialsit IV	6
Art Gallery Coordinator	1
Athletic Equipment Coordinator(Instructional Equipment Coordinator) (Athletic/PE Equipment Supervisor)	1
Athletic Field Grounds Worker	1
Athletic Trainer/Therapist	4
Athletic/PE Equipment Assistant	1
Audit Specialist	1
Automotive Mechanic	1
Auxiliary Services Specialist	6
Bookstore Buyer	1
Bookstore Storekeeper	2
Bookstore Operations Specialist	3
Business Services Coordinator	1
Business Systems Analyst	3
Buyer	2
Campus Budget Analyst	1
Career Guidance Coordinator	2
Cashier/Bookstore	1
Child Development Center Cook/Nutrition Specialist	3
Community Services Coordinator II	1
Counseling Assistant	9
Curriculum Specialist	3
Custodian	32
Development Coordinator	1

ATTACHMENT "A"

Digital Media Specialist (Elec Media Spe)	1
Distance Education Services Specialist	1
District Accounting Analyst	4
District Safety Officer	7
District Safety Officer Senior	17
Division Administrative Assistant	34
DSPS Specialist	3
Executive Secretary (Executive Secretary I & II)	13
Facilities Coordinator	2
Facility Planning Specialist	1
Financial Aid Analyst (Advisor)	8
Financial Aid Computer Analyst	3
Financial Aid Computer Technician	1
Financial Aid Coordinator	2
Financial Aid Technician	5
Fine Arts & Theater Facilities Tech	3
Gardener/Utility Worker	9
General Office Clerk	2
Graduation Specialist	6
Graphic Designer (Graphic Artist/Photographer)	1
High School and Community Outreach Specialist	11
HVAC Mechanic	3
Information Security Specialist	1
Information Systems Specialist	2
Instructional Assistant	57
Instructional Assistant/DSPS	1
Instructional Center Specialist	1
Instructional Center Technician	8
Instructional Coordinator/Analyst (Dist.Sched.Coor)	4
Instructional Designer	2
Instructional Media Producer	1
Intermediate Clerk	7
International Student Coordinator	1
International Student Program Specialist	2
Interpreter/Senior	1
Job Developer	2
Job Placement Coordinator	2
Lead Custodian	5
Lead Gardener	1
Lead Maintenance Worker	1
Learning Assistant	1
Learning Facilitator	9

ATTACHMENT "A"

Library Clerk	2
Library Technician	3
Library Technician II	6
Mail/Warehouse Assistant	2
Media Systems Electronic Technician	3
Network Specialist II (Network Analyst)	2
Network Specialist III (Software Sys. Analyst)	2
Network Specialist IV	2
Payroll Specialist	2
People & Culture Business Partner	6
Publications Assistant	4
Publications Specialist	1
Purchasing Services Assistant	1
Reprographics Technician	1
Research Analyst	6
Research Coordinator	1
Resource Development Coordinator	3
Risk Management Specialist	1
Scholarship Coordinator	1
Science Laboratory Coordinator	6
Science Storekeeper/Lab Technician	1
Senior Account Clerk	4
Senior Accountant	8
Senior Accounting Analyst	1
Senior Buyer	1
Senior Clerk	8
Senior Clerk/Communications Center Dispatcher	2
Senior Custodian/Utility Worker	7
Senior Mailroom Clerk	1
Senior Payroll Specialist	2
Senior Purchasing Clerk	1
Senior Resource Development Coordinator	1
Simulation Technician	0
Skilled Maintenance Worker	5
Special Projects Specialist	3
Sports Information Coordinator	1
Student Activities Coordinator	2
Student Program Specialist	8
Student Services Coordinator	35
Student Services Specialist	17
Student Support Services Program Specialist	3
Success Center Specialist	1

ATTACHMENT "A"

Technical Specialist I	10
Technical Specialist II	3
Technical Specialist III	4
Technology Storekeeper	2
Transfer Center Specialist	2
Video Technician	3
Warehouse Specialist (Storekeeper)	3
Web Designer	1