



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

August 2, 2021

1:30 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/93812422320>

669-900-6833 / 938 1242 2320

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

Contact Debra Gerard at gerard_debra@rscsd.edu to obtain passcode.

Agenda

1. Chancellor's Update Martinez
2. Approval of Minutes - **ACTION** Martinez
 - a. July 19, 2021 Meeting
3. Approval of Human Resource Items – **ACTION** Hou
 - a. Reorg #1230 – DO/Ed Svcs/Comm-Mktg-PR
 - b. Job Description – Director of People and Culture/Human Resources
4. Committee Reports – **INFORMATION**
 - a. Planning & Organizational Effectiveness Committee Perez
 - b. Human Resources Committee Hou
 - c. Fiscal Resources Committee Ingram
 - d. Physical Resources Committee Ingram
 - e. Technology Advisory Group Gonzalez
5. Constituent Representative Reports - **INFORMATION**
 - a. Academic Senate - SAC Isbell
 - b. Academic Senate - SCC Rutan
 - c. Classified Staff Martin
 - d. Student Government - SAC Luna
 - e. Student Government – SCC Neely

Next Meeting: August 30, 2021



Rancho Santiago Community College District District Council Meeting

MINUTES

July 19, 2021

Members:	Marvin Martinez	Present
	Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Marilyn Flores	Present
	Jose Vargas	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Absent
	Michael Taylor	Present
	Susan Hoang	Present
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Absent
	Julio Luna	Present
	Elisabeth Neely	Present
Guests:	Adam O'Connor	
	Alistair Winter	

Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:34 p.m.

1. Chancellor's Update

- a. Chancellor Martinez reported that State Chancellor Eloy Ortiz Oakley will be serving as an advisor to Secretary of Education Miguel Cardona in Washington, D.C. effective July 26, 2021. Deputy Chancellor Daisy Gonzalez will be serving as Interim Chancellor during his absence through fall 2021.
- b. Chancellor Martinez reported that over the weekend it was announced that full approval from the FDA for the Pfizer vaccine is expected by the end of summer.

2. Approval of Minutes

- a. It was moved by Mr. Rutan, seconded by Mr. Hou and, by roll call vote, carried unanimously to approve the minutes of the June 7, 2021 meeting.

3. Approval of Human Resources Items

- a. Reorg 1227 – DO/Fiscal Services – it was moved by Ms. Neely, seconded by Mr. Vargas and, by roll call vote, carried unanimously to approve Reorg 1227.
- b. Reorg 1228 – DO/Ed Services/Resource Development – it was moved by Ms. Neely, seconded by Mr. Vargas and, by roll call vote, carried unanimously to approve Reorg 1228.
- c. Reorg 1229 – DO/Ed Services/Safety & Security – it was moved by Ms. Neely, seconded by Mr. Vargas and, by roll call vote, carried unanimously to approve Reorg 1229.
- d. Director, Enterprise Applications Services Job Description – it was moved by Ms. Neely, seconded by Mr. Vargas and, by roll call vote, carried unanimously to approve the revised Enterprise Applications Services job description.

4. Approval of 2021-2022 Adopted Budget Assumptions

- a. Vice Chancellor Ingram provided an update on the current state budget which is used to develop the adopted budget assumptions. The 2021-2022 adopted budget assumptions have been reviewed and are being recommended by FRC for approval. These budget assumptions will be the basis for the development of the adopted budget and will be adjusted with new information as it is received prior to board approval. Ms. Ingram noted that, while the budget is better than expected, much of this is due to one-time funding. Caution must be followed to not make long-term commitments using one-time funding. A recalculation will take place this fall which provides the district with the exact budget for 2021-2022. It was noted that the faculty obligation number is not resolved and will be monitored. It was moved by Mr. Perez, seconded by Ms. Ingram and, by roll call vote, carried unanimously to approve the 2021-2022 Adopted Budget Assumptions.

5. Approval of AR 4232 – Pass/No Pass

- a. Mr. Vargas provided background on the revision to the AR. It was noted that the articulation officers, curriculum committee chairs and college councils from both SAC and SCC have all reviewed and approved the revisions presented. It was moved by Mr. Rutan, seconded by Dr. Flores and, by roll call vote, carried unanimously to approve the revised AR 4232 – Pass/No Pass.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Mr. Perez reported on the June 23, 2021 meeting. The next meeting will be held on July 28, 2021.
- b. Human Resources Committee (HRC)
Mr. Hou reported that the June 2021 meeting was cancelled and the next meeting will be held in September 2021.
- c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the July 8, 2021 meeting. The next meeting will be held on August 18, 2021.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported there was no meeting in July and the next meeting will be held in September 2021.
- e. Technology Advisory Group (TAG)
Assistant Vice Chancellor Jesse Gonzalez reported that TAG does not meet in the summer and there is no report.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Jim Isbell reported on the activities of the Academic Senate. He stated that meetings of the SAC Academic Senate will remain in a virtual format.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the Academic Senate. He reported that meetings of the SCC Academic Senate will be held in person beginning in October 2021.
- c. CSEA: Ms. Martin reported they are working with staff on their return to work.
- d. Student Government/SAC: Mr. Luna reported on the activities of the SAC ASG.
- e. Student Government/SCC: Ms. Neely reported on the activities of the SCC ASG.

8. Other

- a. Chancellor Martinez reported that authority to conduct Brown Act meetings virtually will end on September 30, 2021 and future meetings will need to be conducted in person. These meetings include the Board of Trustees meetings, Faculty Senate meetings and Foundation meetings. It was requested that the Chancellor confirm with the General Counsel which Brown Act meetings must be conducted in person and share that information with District Council.
- b. Chancellor Martinez reported that the Board will begin meeting in person on October 11, 2021 which will be held at Santa Ana College. The October 25, 2021 meeting will be held in person at Santiago Canyon College and the November and December 2021 meetings will be held in the Board Room at the District Office.
- c. Chancellor Martinez reported that the Board Policy Committee is recommending the addition of an additional board meeting in June and the reduction of the number of committee meetings in 2022.
- d. Dr. Flores announced the Grand Opening of the Johnson Student Center on Tuesday, July 27 at 5:30 p.m. All are invited and welcome to attend.

9. Next Meeting: The next meeting will be held on Monday, August 2, 2021.

Meeting Adjourned: 2:22 p.m.

Approved: August 2, 2021

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # 1230 Revised
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If additional documentation is necessary, please attach additional pages.

Site/Department/Division: DO/Educational Services/Communications, Marketing, and Public Relations Dept.

Manager/Supervisor: Enrique Perez

Position(s) affected

CURRENT POSITION	PROPOSED POSITION
Director, Public Affairs & Publications (delete)	Chief Communications Officer (new)
Executive Director, Digital Media Center (delete)	
Dir. Info. Comm. Tech., Digital Media (delete-grant not renewed and manager retired)	

Current annual salary/benefits cost \$ 206,033.12 Proposed annual salary/benefits cost \$ 237,748.80
 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): 11_0000_671000_52200_2110
(Attach necessary budget change forms)

Reason for reorganization

- Updating the position based on the needs of the district and colleges and expanded roles and responsibilities of the position. Increase in funding coming from within Educational Services budget. No increase to colleges budgets.
- Responsibilities of Executive Director, DMC are now handled by AVC Ed Services - see notes on initiated Reorg #1208.
- Dir. Info. Comm. Tech., DMC - grant not renewed and manager retired.

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.

These are changes within the Educational Services Division; major change is deleting the Executive Director, DMC under AVC - Ed. Services - see notes on initiated Reorg #1208

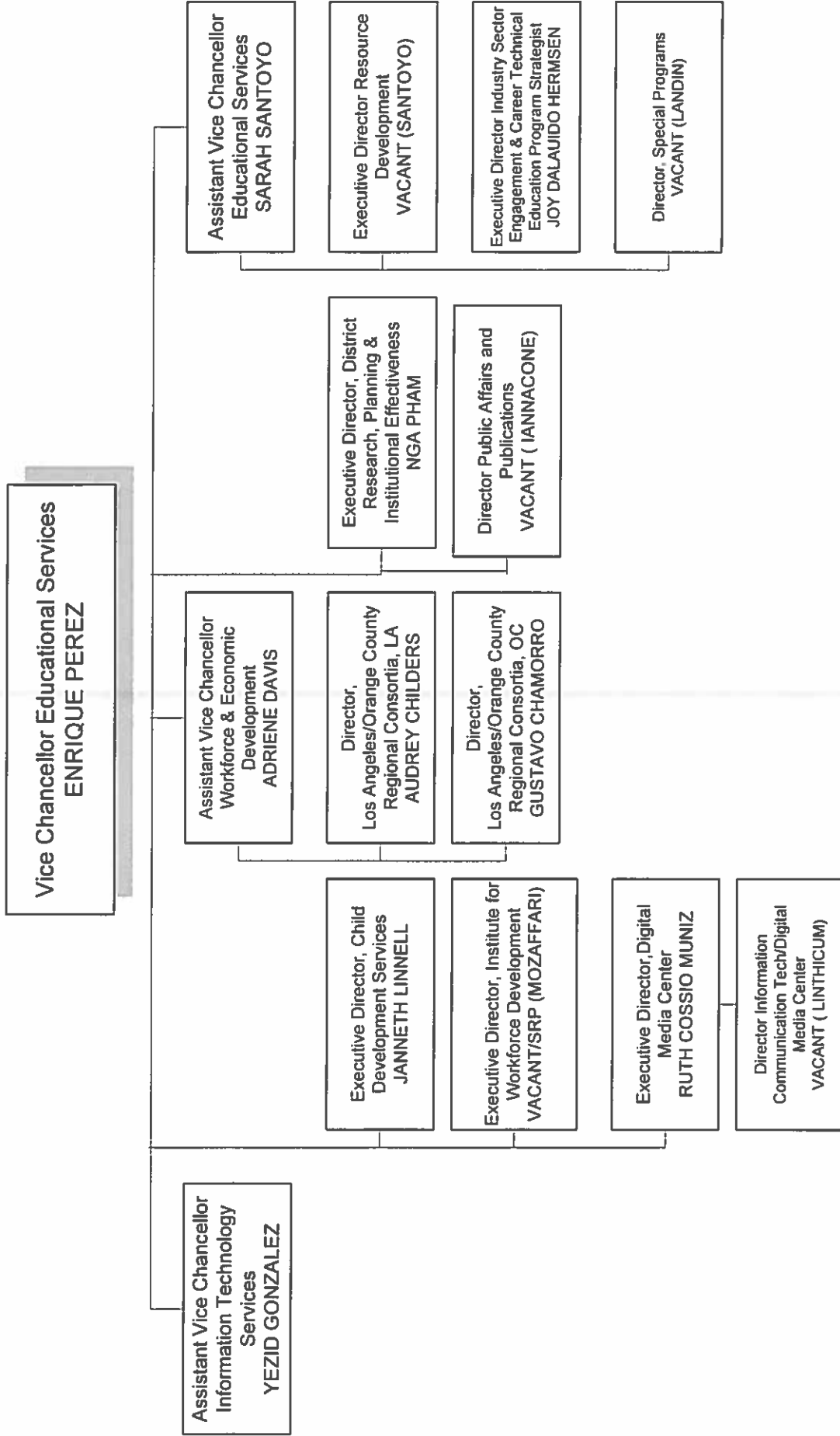
Please note: You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

Submitted by (District Cabinet Member): Enrique Perez  Date: 7/26/2021

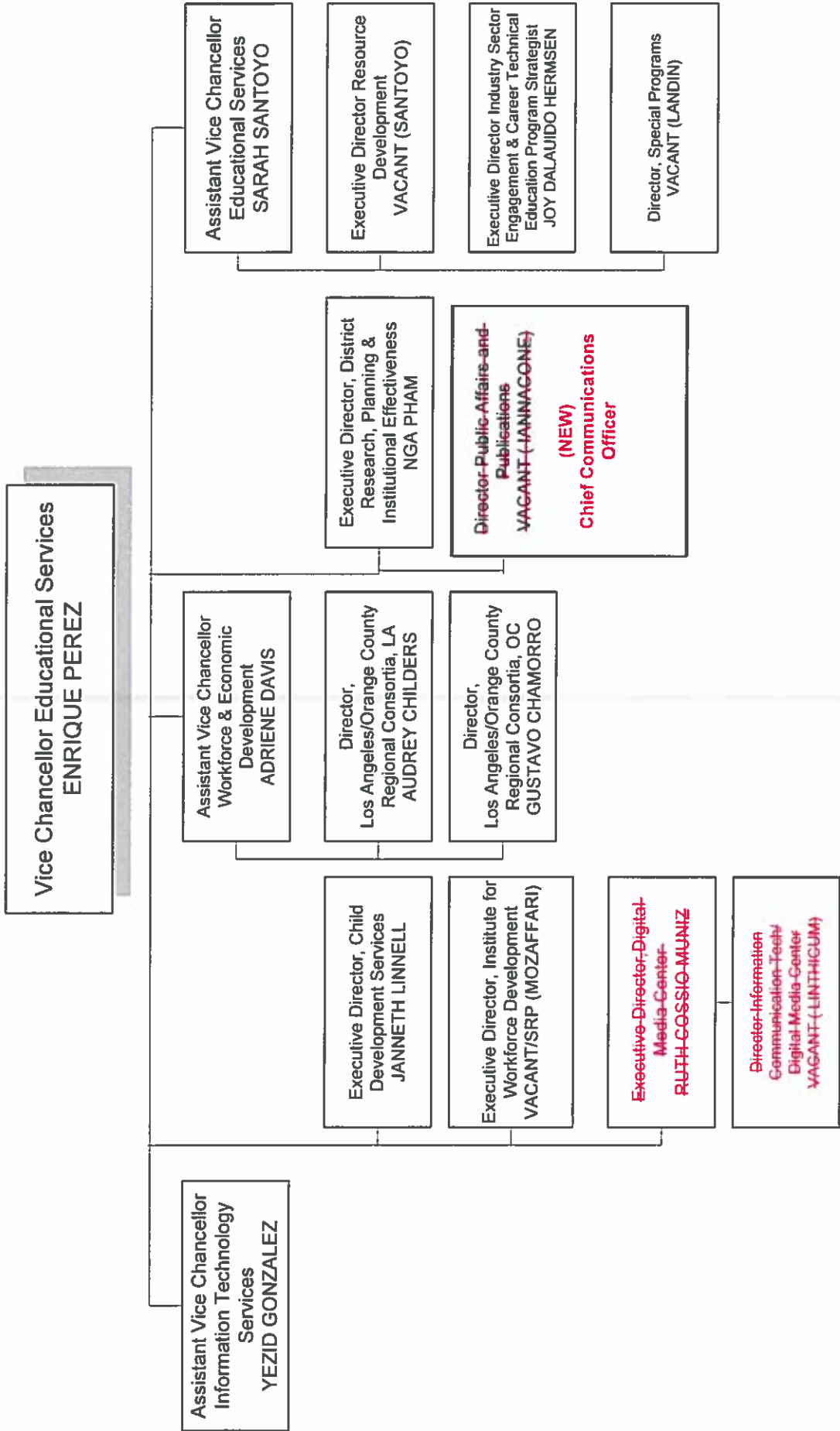
SIGNATURES AND/OR REVIEW DATES

Human Resources (Signature/Date): <u>Alistair Winter</u> <small>Alistair Winter (Jul 28, 2021 08:51 PDT)</small>	Business Operations & Fiscal Services (Signature/Date): <u>Adam O'Connor</u> <small>Adam O'Connor (Jul 28, 2021 09:24 PDT)</small>
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>Marvin Martinez</u> <small>Marvin Martinez (Jul 28, 2021 10:09 PDT)</small>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

EDUCATIONAL SERVICES



EDUCATIONAL SERVICES



ATTACHMENT #1

**CHIEF COMMUNICATIONS OFFICER
JOB DESCRIPTION**

GENERAL RESPONSIBILITIES

Assists the Chancellor and Board of Trustees and provides leadership in the planning, organization, administration, evaluation and policy development for public relations, marketing and communications initiatives for the District. Serves as the central point of contact for media relations, advertising, public affairs and community relations. Responsible for the development, implementation and assessment of the district's operations in the Communications, Marketing and Public Relations department.

SPECIFIC RESPONSIBILITIES

Manages the institution's brand and reputation through strategic surveying, distribution of news, announcements, social media posts and marketing campaigns to ensure that the public views the organization favorably;

- Represents Rancho Santiago Community College District at external meetings and events;
- Identifies opportunities for the Colleges and District to obtain resources, visibility and potential funding;
- Serves as the media spokesperson for the district;
- Oversees the design and production of print materials and publications, website management, and social media content creation and management;
- Develops rapport with members of media agencies for radio, TV, digital publications, podcasts and other channel exposure;
- Coordinates communication between the College and District leadership, employees, students, donors, elected officials, media and community members;
- Composes internal publications such as newsletters, news releases, announcements, on-line posts, website updates, video productions, special projects and related Public Relations and marketing projects, develops pre-emptive, proactive communications plans addressing targeted audiences to mitigate risk and drive communications around key issues;
- Develops a comprehensive crisis communications plan and manages crises as they arise (and/or manages outside crisis consultants when appropriate);
- Coordinates with the Chancellor's Executive Cabinet, College Presidents' executive leadership, and Public Information Officers to communicate regularly with communities and elected officials;
- Analyze the higher education landscape, the role and dynamics that the community college district plays in operating within the region it serves to garner engagement and support;
- Implement innovative methods for brand reach to enhance perception and strengthen the images of the District and its Colleges.

**CHIEF COMMUNICATIONS OFFICER
JOB DESCRIPTION (CONTINUED)**

ORGANIZATIONAL RELATIONSHIPS

This position reports directly to the designated administrator. This classification works closely with college and district leadership to direct and manage internal and external communications initiatives, publications and media relations.

REQUIRED SKILLS AND QUALIFICATION

MINIMUM QUALIFICATIONS

EDUCATION:

A bachelor's degree in communications, public relations, journalism or English or another related field. A Master's degree is preferred.

EXPERIENCE:

At least five years' experience in public relations, community relations, marketing or related occupation with direct responsibility for publications, media relations, and communications planning and implementation, including at least three years of project management and supervisory experience. Demonstrate ability as a strong writer and oral communicator.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students and employees.

KNOWLEDGE OF:

- California Chancellor's Office, federal and state regulations;
- Administration, supervision and training principles for staff;
- Collective bargaining agreements and shared governance procedures;
- Communications research, processes, planning and program implementation;
- Current and emerging technology in order to produce content for the websites, intranet, and/or social media

ABILITY TO:

- Provide leadership, cultivate and maintain positive relationships with multiple audiences;
- Interpret, analyze, monitor and track budget reports;
- Manage, supervise, coach and evaluate a team of diverse communications professionals to ensure effective and efficient operations;
- Communicate with strong interpersonal and communication skills, written and oral;
- Shape and control the flow of information to key constituencies;
- Sustain positive and open lines of communication with internal and external stakeholders;
- Coordinate a variety of high-profile tasks and responsibilities;
- Identify story ideas and shape key messages to generate positive coverage of the district and colleges;

**CHIEF COMMUNICATIONS OFFICER
JOB DESCRIPTION (CONTINUED)**

REQUIRED SKILLS AND QUALIFICATION

ABILITY TO (CONTINUED):

- Handle sensitive media relations situations, including on-site crisis communications response;
- Demonstrate experience with marketing and public relations campaigns with a thorough understanding of branding and marketing communications strategies and tactics, including content strategy, digital and social media;
- Understand and articulate the mission of Rancho Santiago Community College District to work collaboratively with varied constituencies, internally and externally;
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as the needs of individuals with disabilities.

Created: April 2021

Board Approval Date: _____

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Director, Public Affairs & Publications		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Vacant Grade E Column #2 (21/22)	\$ 11,085.05	12	\$ 133,020.65

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	30,475.03	
SOCIAL SECURITY	6.200%	8,247.28	
MEDICARE	1.450%	1,928.80	
UNEMPLOYMENT	1.230%	1,636.15	
WORKERS COMP	1.500%	1,995.31	
ACTIVE RET. INS. COST	2.000%	2,660.41	
TOTAL TAX & BENEFIT COST	35.290%	\$ 46,942.98	\$ 46,942.98
TOTAL SALARY & BENEFIT COST			\$ 179,963.63

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	1.230%	40.84	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	2.000%	66.40	
TOTAL FRINGE BENEFIT COST	12.380%	\$ 3,731.02	\$ 3,731.02

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 133,020.65	119.72	
MEDICAL INSURANCE (see below)		22,218.75	
TOTAL INSURANCE COST		22,338.47	\$ 22,338.47

TOTAL COST OF POSITION	\$ 206,033.12
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BENEFITS =	\$ 73,012.47
BENEFIT COST AS A PERCENT OF CONTRACT =	54.89%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	22,218.75	AVERAGE
CSEA	Max	35,228.16	19,566.15	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Chief Communications Officer		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade C Column #2 (21/22)	\$ 13,037.32	12	\$ 156,447.80

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	35,842.19	
SOCIAL SECURITY	6.200%	9,699.76	
MEDICARE	1.450%	2,268.49	
UNEMPLOYMENT	1.230%	1,924.31	
WORKERS COMP	1.500%	2,346.72	
ACTIVE RET. INS. COST	2.000%	3,128.96	
TOTAL TAX & BENEFIT COST	35.290%	\$ 55,210.43	\$ 55,210.43
TOTAL SALARY & BENEFIT COST			\$ 211,658.23

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	1.230%	40.84	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	2.000%	66.40	
TOTAL FRINGE BENEFIT COST	12.380%	\$ 3,731.02	\$ 3,731.02

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 156,447.80	140.80	
MEDICAL INSURANCE (see below)		22,218.75	
TOTAL INSURANCE COST		22,359.55	\$ 22,359.55

TOTAL COST OF POSITION	\$ 237,748.80
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BENEFITS =	\$ 81,301.00
BENEFIT COST AS A PERCENT OF CONTRACT =	51.97%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	22,218.75	AVERAGE
CSEA	Max	35,228.16	19,566.15	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
11-0000-660000-52200-4210 Books, Mags & Subscrip-Non-	500.00	0.00	0.00	0.00	500.00
11-0000-660000-52200-5300 Inst Dues & Memberships : P	500.00	0.00	0.00	0.00	500.00
11-0000-671000-52200-2110 Classified Management : Pub	133,022.00	0.00	331,969.32	249.56	198,947.32-
11-0000-671000-52200-3215 PERS - Non-Instructional :	30,476.00	0.00	0.00	0.00	30,476.00
11-0000-671000-52200-3315 OASDHI - Non-Instructional	8,454.00	0.00	0.00	0.00	8,454.00
11-0000-671000-52200-3325 Medicare - Non-Instructional	1,978.00	0.00	0.00	0.00	1,978.00
11-0000-671000-52200-3415 H & W - Non-Instructional :	24,881.00	0.00	0.00	0.00	24,881.00
11-0000-671000-52200-3435 H & W - Retiree Fund Non-In	2,728.00	0.00	0.00	0.00	2,728.00
11-0000-671000-52200-3515 SUI - Non-Instructional : P	1,697.00	0.00	0.00	0.00	1,697.00
11-0000-671000-52200-3615 WCI - Non-Instructional : P	2,046.00	0.00	0.00	0.00	2,046.00
11-0000-671000-52200-3915 Other Benefits - Non-Instru	3,320.00	0.00	2,529.96	76.20	790.04
11-0000-671000-52200-5100 Contracted Services : Publi	6,228.00	0.00	0.00	0.00	6,228.00
11-0000-671000-52200-5220 Mileage/Parking Expenses :	50.00	0.00	0.00	0.00	50.00
11-0000-671000-52200-5880 Internet Services : Public	5,000.00	0.00	0.00	0.00	5,000.00
11-0000-671000-52200-5940 Reproduction/Printing Expen	100.00	0.00	0.00	0.00	100.00
11-0000-671000-52200-5950 Software License and Fees :	4,100.00	0.00	0.00	0.00	4,100.00
Totals for DEPARTMENT: 52200 - Public Affairs/Gov Re	225,080.00	0.00	334,499.28	148.61	109,419.28-

DEPARTMENT: 52500 - Publications

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
11-0000-677000-52500-2110 Classified Management : Pub	127,059.00	0.00	0.00	0.00	127,059.00
11-0000-677000-52500-2130 Classified Employees : Publ	130,852.00	0.00	146,687.23	112.10	15,835.23-
11-0000-677000-52500-2310 Classified Employees - Ongo	23,258.00	0.00	23,258.40	100.00	0.40-
11-0000-677000-52500-2320 Classified Employees - Hour	269.00	0.00	0.00	0.00	269.00
11-0000-677000-52500-3215 PERS - Non-Instructional :	64,532.00	0.00	0.00	0.00	64,532.00
11-0000-677000-52500-3315 OASDHI - Non-Instructional	17,620.00	0.00	0.00	0.00	17,620.00
11-0000-677000-52500-3325 Medicare - Non-Instructional	4,128.00	0.00	0.00	0.00	4,128.00
11-0000-677000-52500-3335 PARS - Non-Instructional :	4.00	0.00	0.00	0.00	4.00
11-0000-677000-52500-3415 H & W - Non-Instructional :	97,170.00	0.00	0.00	0.00	97,170.00
11-0000-677000-52500-3435 H & W - Retiree Fund Non-In	5,692.00	0.00	0.00	0.00	5,692.00
11-0000-677000-52500-3515 SUI - Non-Instructional : P	2,082.00	0.00	0.00	0.00	2,082.00
11-0000-677000-52500-3615 WCI - Non-Instructional : P	4,271.00	0.00	0.00	0.00	4,271.00
11-0000-677000-52500-3915 Other Benefits - Non-Instru	3,000.00	0.00	3,000.00	100.00	0.00
11-0000-677000-52500-4610 Non-Instructional Supplies	79,458.00	99.99	24,900.01	31.46	54,458.00
11-0000-677000-52500-5100 Contracted Services : Publi	0.00	6,792.00-	0.00	0.00	6,792.00
11-0000-677000-52500-5220 Mileage/Parking Expenses :	100.00	0.00	0.00	0.00	100.00
11-0000-677000-52500-5610 Lease Agreement - Equipment	59,439.00	0.00	54,787.49	92.17	4,651.51
11-0000-677000-52500-5631 Maint Contract - Other Equi	32,334.00	0.00	25,510.20	78.90	6,823.80
11-0000-677000-52500-5660 Software Support Service :	13,905.00	11,600.00	2,298.71	99.95	6.29
11-0000-677000-52500-5845 Excess/Copies Usage : Publ	39,792.00	0.00	19,345.00	48.62	20,447.00
11-0000-677000-52500-6410 Equip-All Other >\$1,000<\$5,	5,000.00	0.00	0.00	0.00	5,000.00
Totals for DEPARTMENT: 52500 - Publications	709,965.00	4,907.99	299,787.04	42.92	405,269.97

BUDGET CHANGE FORM

RESET

FISCAL YEAR: 2021-2022 FUND TRANSFER NUMBER: _____
 TO: FISCAL SERVICES PROCESS DATE: _____
 FROM:  / DO-Ed Services ENTERED BY: _____
 DATE: 7/22/2021 Signature - Administrator College - Department Name

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

CREDIT (From)

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Office Use	
					Amount	
11	0000	671000	52200	5880	5,000.00	
11	0000	671000	52200	5950	4,100.00	
11	0000	677000	52500	6410	5,000.00	
11	0000	677000	52500	5845	20,381.00	
TOTAL					34,481.00	

DEBIT (To)

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Office Use	
					Amount	
11	0000	671000	52200	2110	23,426.00	
11	0000	671000	52200	3215	5,248.00	
11	0000	671000	52200	3315	1,452.00	
11	0000	671000	52200	3325	1,639.00	
11	0000	671000	52200	3435	468.00	
11	0000	671000	52200	3515	1,897.00	
11	0000	671000	52200	3615	351.00	
TOTAL					34,481.00	

Reason for Change: move funds to cover cost of Chief Information Officer position.

Approval Signatures:

Resource Development (for Special Projects only) _____ Date _____
 President or Vice President _____ Date _____
 Fiscal Administrator _____ Date jp 06/07

Signature: *Thao Nguyen*
Thao Nguyen (Jul 26, 2021 09:04 PDT)

Email: Nguyen_Thao@rscdd.edu

Signature:

Email: gerard_debra@rscdd.edu

Signature: *Debra Guard*

Email: gerard_debra@rscdd.edu

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
JULY 2021

**DIRECTOR OF PEOPLE AND CULTURE / HUMAN RESOURCES
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

POSITION OVERVIEW

The Director of People and Culture/Human Resources leads, partners, and optimizes the delivery of consistently excellent people and culture related strategy in various areas such as organizational design, technology innovation, continuity planning, on-boarding, employee communications, training, performance management, employee relations, total rewards/benefits, classification/compensation, compliance, labor partnership, and strategic coaching. The Director of People and Culture/ Human Resources reports to the Assistant Vice Chancellor of Human Resources.

REPRESENTATIVE DUTIES

- 1) Partners with stakeholders proactively to influence organizational transformation.
- 2) Engages in integrated, actionable talent strategies and initiatives that help grow the District and deliver results.
- 3) Innovates on people and culture processes and technologies in fields such as onboarding, diversity recruitment, people analytics, sustainability, and fiscal management.
- 4) Serves as the software application administrator for systems used by human resources such as applicant tracking systems, recruitment software, benefits systems, and HR systems.
- 5) Develops and recommends new and revised rules, regulations, policies and procedures, systems, and best practices to conduct the District's Human Resources employee services projects and programs.
- 6) Collaborates with stakeholders to participate in negotiation, administration, and interpretation of labor agreements.
- 7) Establishes and implements people and culture strategies that effectively communicate and support the District's core values, vision, and overall business objectives.
- 8) Coaches stakeholders on people practices that will create a highly engaged culture
- 9) Delivers management coaching and training where needed to front-line managers and senior leaders.
- 10) Cultivates and strengthens relationships to implement all people and culture initiatives and strategies.
- 11) Provides guidance and input on workforce planning to support business strategy.
- 12) Analyzes trends and metrics in partnership with the broader cross-functional people and culture team to develop solutions, programs, and opportunities for learning.
- 13) Collaborates to provide strategy to resolve complex and escalated employee relations affairs.
- 14) Maintains in-depth knowledge of legal requirements related to day-to-day management of team members, reducing legal risks, and ensuring regulatory compliance.
- 15) Operates in a collaborative, positive and open manner - modeling key cultural indicators in your work, team interactions and relationships with partners and employees.
- 16) Constructs effective work relationships at all levels of the organization, influence behavior, and manage change.
- 17) Partners closely with management and team members globally to improve work relationships, build morale, and retention.
- 18) Supports leadership in enhancing people and culture visibility and providing innovative and proactive needs for District and campus stakeholders.
- 19) Coaches, inspires, supervises, and leads classified staff in a variety of people and culture areas.
- 20) Performs other duties as assigned and serves as a backup to the Vice Chancellor of Human Resources and the Assistant Vice Chancellor of Human Resources.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
JULY 2021

**DIRECTOR OF PEOPLE AND CULTURE / HUMAN RESOURCES
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

- 1) Successful strategies with providing people and culture support in a multi-stakeholder organization across multiple locations.
- 2) Innovation ideas within the people and culture space through technology, trend forecasting, and stakeholder collaboration.
- 3) Applicable sections of California Education Code, Title 5, Labor Laws, and relevant federal, state, and local legislations.
- 4) Strategies identifying and building cross-functional partnerships to understand challenges.
- 5) Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
- 6) Research techniques, data mining practices, and people analytics strategies.
- 7) Experience with software such as Ellucian Banner/Colleague, NEOGOV, Workday, and/or other related HRIS/people and culture software.
- 8) Effective and concise verbal and written communication skills with the ability to collaborate and influence with cross-functional team members.

Ability to:

- 1) Analyze and strategize with people data and metrics to guide strategy.
- 2) Innovate on software packages for recruitment, personnel, spreadsheets, and databases.
- 3) Show success utilizing employee attraction, engagement, and retention strategies.
- 4) Gather data, analyze/reason logically, and draw valid conclusions.
- 5) Audit various people and culture processes, practices, and procedures to ensure alignment and compliance.
- 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 with working solutions.
- 8) Clearly communicate ideas and recommendations.
- 9) Write clear and concise reports, presentations, and related communications.
- 10) Work with and provide direction to other employees in the completion of the day-to-day work.
- 11) 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 two (2) years of related work experience.

Board Approved: _____