



Rancho Santiago Community College District
Special District Council Meeting

June 21, 2022

1:30 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/93719955669>

669-900-6833 / 997 9660 6821

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

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

Agenda

1. Call to Order/Update Martinez

2. Approval of People & Culture Items – **ACTION** Hou
 - a. Reorg #1267 – DO/Ed Services/Economic & Workforce Development
 - b. Reorg #1296 – DO/People & Culture

Next Meeting: July 18, 2022

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # 1267 A - COE Positions
Assigned by Human Resources

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

Site/Department/Division: District Office/Economic and Workforce Development/Educational Services

Manager/Supervisor: Dr. Adriene Davis / Mr. Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Director, Center of Excellence - (Reorg to OCRC) Grade F
	Assistant Director, Center of Excellence (New Position) Grade H
	Research Analyst, Center of Excellence (Reorg to OCRC) Grade 17

Current annual salary/benefits cost \$ _____ Proposed annual salary/benefits cost \$ 497,820.81
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): Center of Excellence Funds - #2247
(Attach necessary budget change forms)

Reason for reorganization:

The Orange County Regional Consortium (OCRC) funds the Center of Excellence (COE). The COE is moving under the OCRC organization chart.

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.

The COE reported to the Research, Planning and Institutional Effectiveness office; now to report to OCRC.

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

Submitted by (*District Cabinet Member*): _____ Date: _____

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

1267 B - Eliminated
Number # Positions and Reorg
Assigned by Human Resources

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

Site/Department/Division: District Office/Economic and Workforce Development/Educational Services

Manager/Supervisor: Dr. Adriene Davis / Mr. Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
LA Director, LAOCRC (Vacant_Childers) Eliminate	
OC Director, LAOCRC (Vacant_Chamorro) Eliminate	
LA Administrative Secretary (Vacant_Aramburo) Eliminate	
LA Administrative Clerk (Vacant Reorg 1147) Reorg to OCRC	OC Administrative Clerk Grade 10

Current annual salary/benefits cost \$ 689,939.35 Proposed annual salary/benefits cost \$ 102,988.64
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): 1591 (Perkins) and 2247 (Strong Workforce)
(Attach necessary budget change forms)

Reason for reorganization:

The LAOCRC became an independent county consortium. Three positions are being eliminated and one position moving to Orange County.

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.

The Orange County Regional Consortium staff will no longer be required to serve the Los Angeles region and its tasks. The Los Angeles Administrative Clerk will service Orange County.

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

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

Submitted by (*District Cabinet Member*): _____ Date: _____

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

1267 C - New EWD
Number # _____ Positions _____
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: _____

Manager/Supervisor: _____

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION

Current annual salary/benefits cost \$ _____ Proposed annual salary/benefits cost \$ _____

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): _____

(Attach necessary budget change forms)

Reason for reorganization:

The Economic and Workforce Development funds are new to the Orange County Regional Consortium (OCRC). This requires positions to support Orange County deliverables.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No ___ Yes ___ If yes, please explain below.

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

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

Submitted by (*District Cabinet Member*): _____ Date: _____

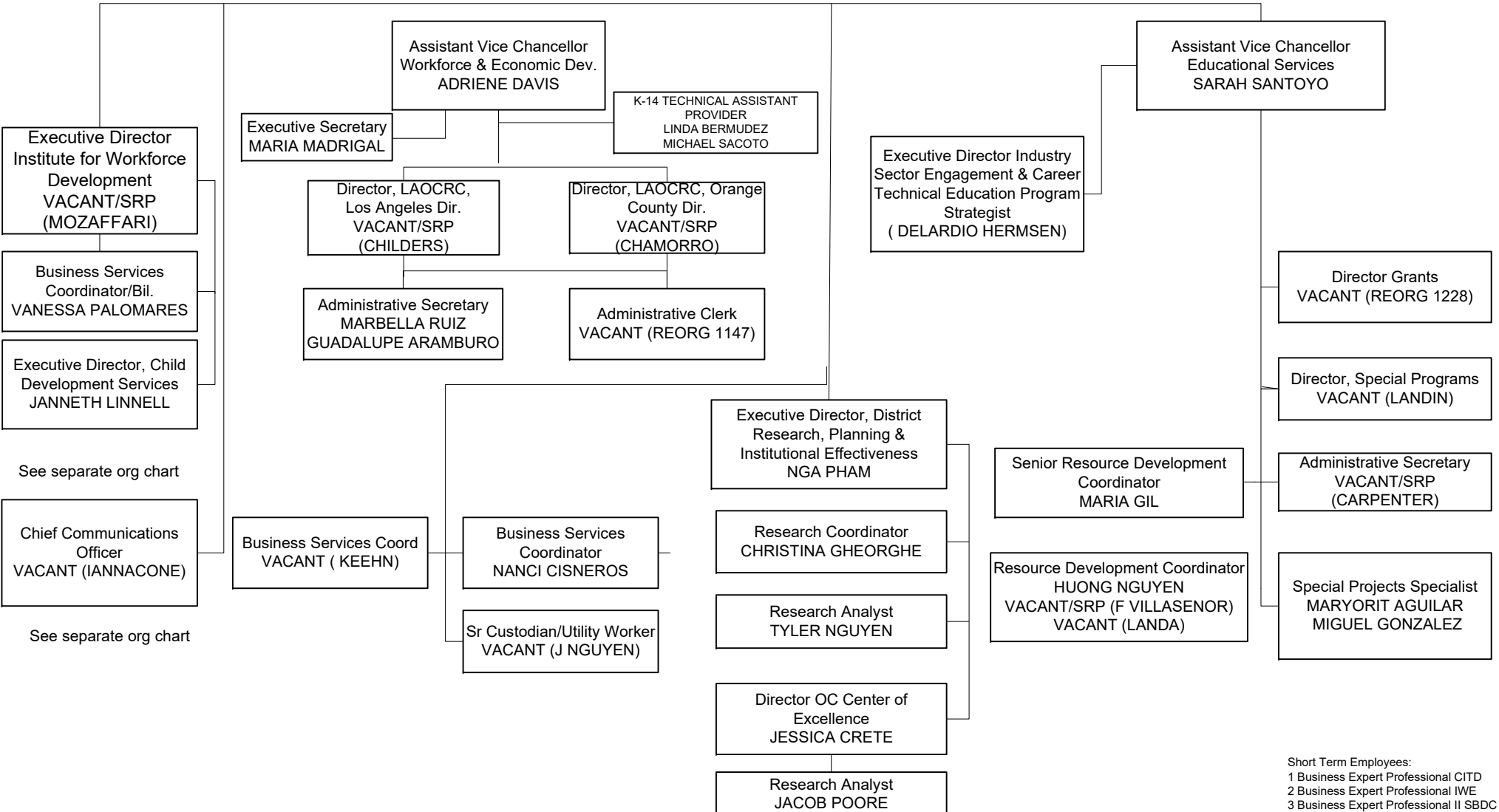
SIGNATURES AND/OR REVIEW DATES	
Human Resources (<i>Signature/Date</i>):	Business Operations & Fiscal Services (<i>Signature/Date</i>):
	Resource Development (<i>Signature/Date – Only for Restricted Funds</i>)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (<i>Signature/Date</i>):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

Rancho Santiago Community College District EDUCATIONAL SERVICES

Current

Vice Chancellor Educational Services
ENRIQUE PEREZ

Assistant to the Vice
Chancellor
PATRICIA DUENEZ



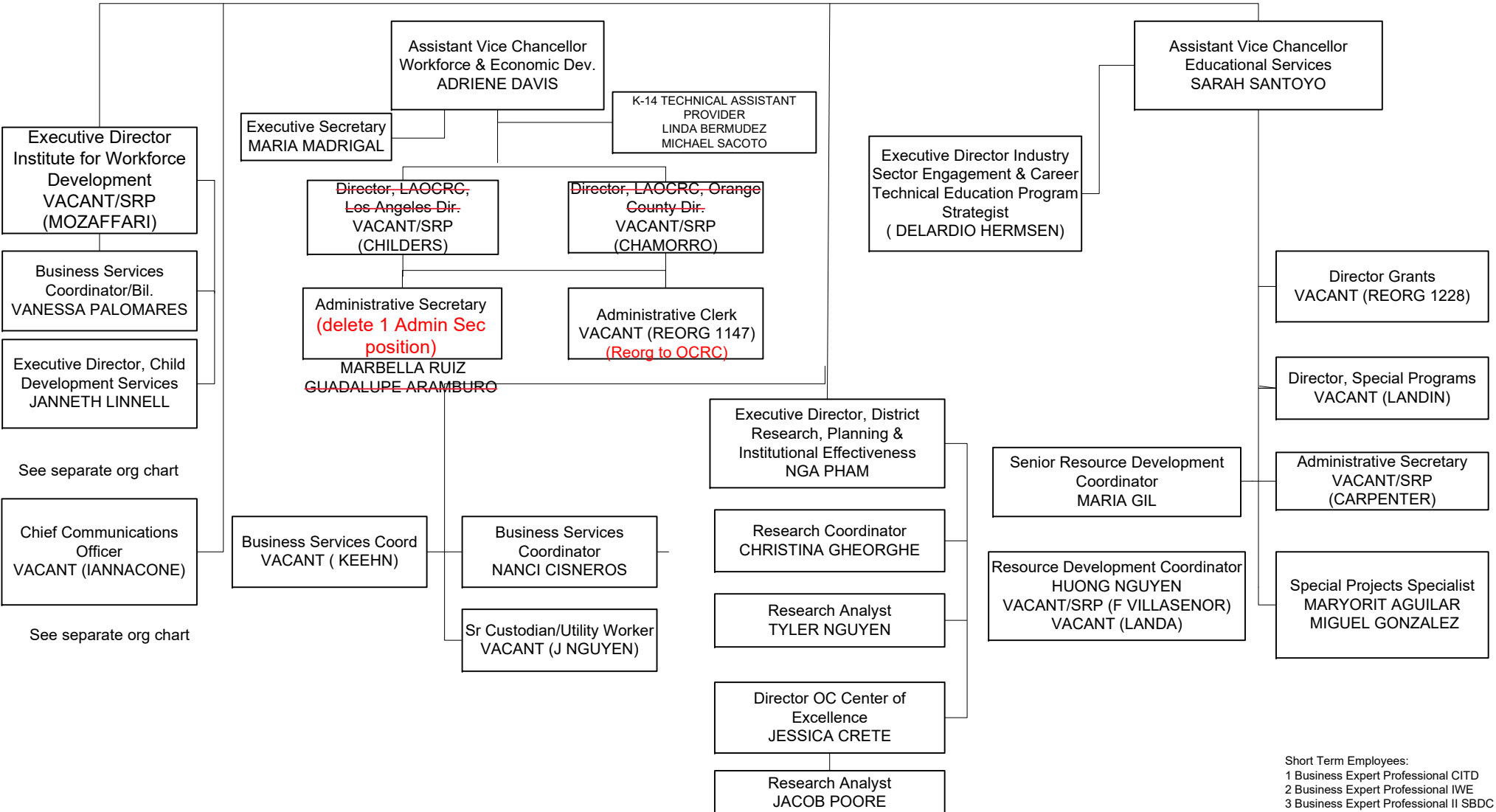
Short Term Employees:
 1 Business Expert Professional CITD
 2 Business Expert Professional IWE
 3 Business Expert Professional II SBDC
 3 Business Expert Professional SBDC

Rancho Santiago Community College District EDUCATIONAL SERVICES

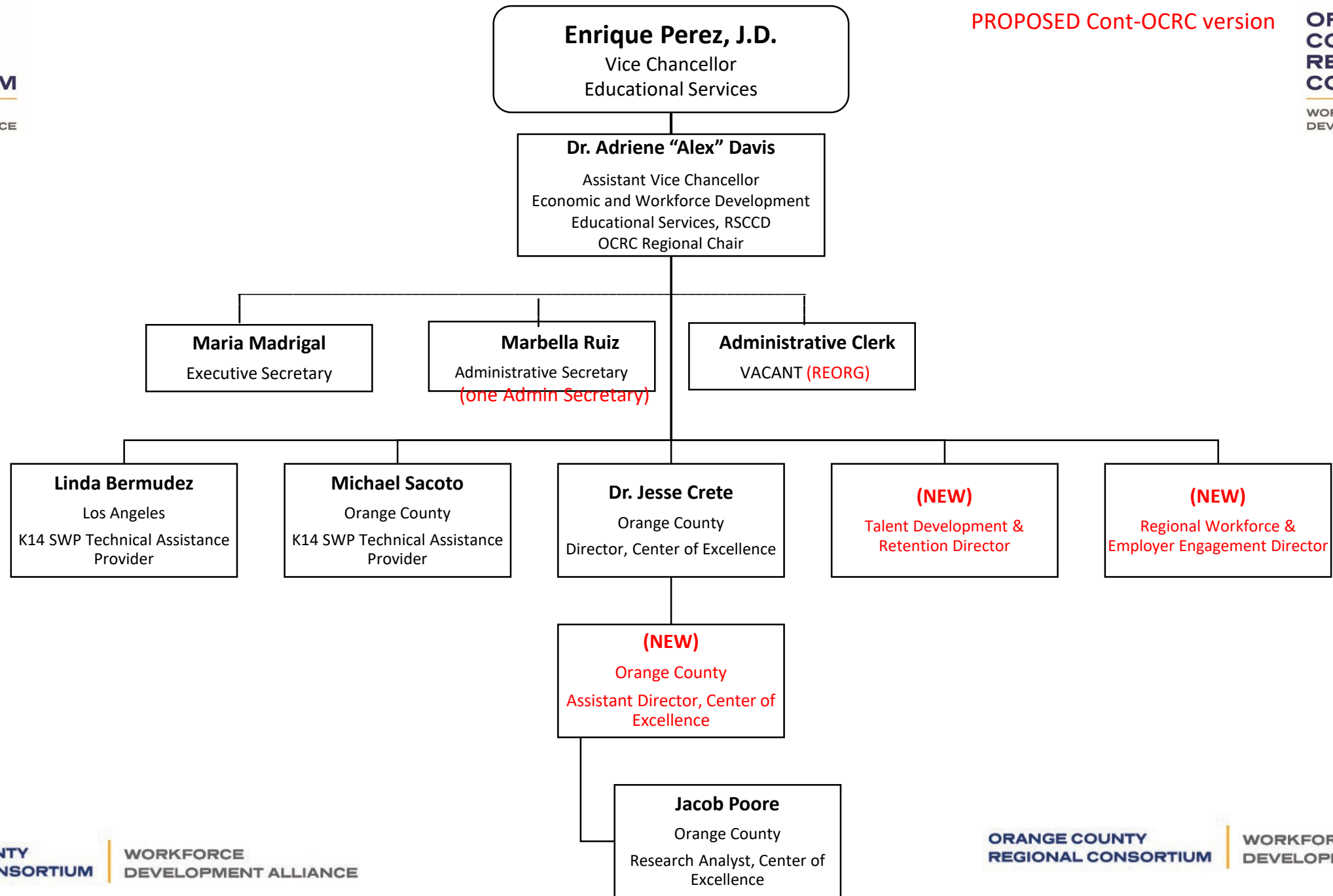
Proposed-RSCCD
org chart

Vice Chancellor Educational Services
ENRIQUE PEREZ

Assistant to the Vice
Chancellor
PATRICIA DUENEZ



Short Term Employees:
 1 Business Expert Professional CITD
 2 Business Expert Professional IWE
 3 Business Expert Professional II SBDC
 3 Business Expert Professional SBDC



RSCCD 2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	OC Center of Excellence Director		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Jessica Crete, Grade F - Step 1	\$ 9,810.376	12	\$ 117,724.51

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	26,970.68	
SOCIAL SECURITY	6.200%	7,298.92	
MEDICARE	1.450%	1,707.01	
UNEMPLOYMENT	0.500%	588.62	
WORKERS COMP	1.500%	1,765.87	
ACTIVE RET. INS. COST	2.000%	2,354.49	
TOTAL TAX & BENEFIT COST	34.560%	\$ 40,685.59	\$ 40,685.59
TOTAL SALARY & BENEFIT COST			\$ 158,410.10

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		2,750.04	
SOCIAL SECURITY	6.200%	170.50	
MEDICARE	1.450%	39.88	
UNEMPLOYMENT	0.500%	13.75	
WORKERS COMP	1.500%	41.25	
ACTIVE RET. INS. COST	2.000%	55.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 3,070.42	\$ 3,070.42

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 117,724.51	105.95	
MEDICAL INSURANCE (see below)		13,851.00	
TOTAL INSURANCE COST		13,956.95	\$ 13,956.95

TOTAL COST OF POSITION	\$ 175,437.47
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BENEFITS =	\$ 57,712.96
BENEFIT COST AS A PERCENT OF CONTRACT =	49.02%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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	OC Center of Excellence, Assistant Director		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade H - Step 4	\$ 10,083.984	12	\$ 121,007.81

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	27,722.89	
SOCIAL SECURITY	6.200%	7,502.48	
MEDICARE	1.450%	1,754.61	
UNEMPLOYMENT	0.500%	605.04	
WORKERS COMP	1.500%	1,815.12	
ACTIVE RET. INS. COST	2.000%	2,420.16	
TOTAL TAX & BENEFIT COST	34.560%	\$ 41,820.30	\$ 41,820.30
TOTAL SALARY & BENEFIT COST			\$ 162,828.11

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.04	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	2.000%	66.40	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 3,706.82	\$ 3,706.82

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 121,007.81	108.91	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,869.62	\$ 24,869.62

TOTAL COST OF POSITION	\$ 191,404.55
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BENEFITS =	\$ 70,396.74
BENEFIT COST AS A PERCENT OF CONTRACT =	58.18%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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

ASSISTANT DIRECTOR, ORANGE COUNTY (OC) CENTER OF EXCELLENCE
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**POSITION OVERVIEW**

Responsible to the Director of Orange County (OC) Center of Excellence for the coordination and performance of the functions, projects, and activities of the Orange County Center of Excellence in accordance with the collaborative leadership of the Orange County community college districts and community colleges and the California Community College's Chancellor's Office Workforce and Economic Development Initiatives. Conducts research on workforce development needs, analyzes various program data, and develops reports. In coordination with the Orange County Center of Excellence Director, provides consultation and technical expertise to Orange County community colleges. This position reports to, receives direction from, and works in collaboration with the Director, Orange County Center of Excellence.

REPRESENTATIVE DUTIES

- 1) Coordinates, reviews, and performs the daily functions, projects, and activities of the Orange County Center of Excellence, including workforce research, partnership development, and directing Orange County Center of Excellence classified staff.
- 2) Conducts research on workforce development needs, including primary research, industry surveys, interviews, secondary research, and data analysis.
- 3) In coordination with the Orange County Center of Excellence Director, provides consultation and technical expertise to Orange County community colleges and Orange County Governance Council concerning emerging jobs and workforce needs.
- 4) Manages and responds to inquiries and provides detailed and technical information concerning projects, including Labor Market Information (LMI) needed for program recommendation.
- 5) Writes, prepares, and maintains comprehensive reports and makes oral presentations explaining research findings related to labor market information, implications, and applicability.
- 6) Coordinates communications and information between other Center of Excellence regional centers, community agencies, independent contractors, staff, faculty, administrators, businesses, and economic development and governmental agencies.
- 7) In collaboration with Orange County Center of Excellence Director, conducts outreach activities to regional stakeholders.
- 8) Participates in Center of Excellence monthly calls and planning meetings, various committees, and advisory groups.
- 9) Makes presentations at meetings and conferences.
- 10) Stays abreast of new trends and innovations related to Center of Excellence programs, projects, and services.
- 11) Collaborates with Statewide Center of Excellence Director and other Center of Excellences in statewide research projects, workgroups, and development of Center of Excellence products.
- 12) Learns and applies emerging technologies to perform duties in an efficient, organized, and timely manner.
- 13) Participates in the selection of, trains, motivates, and evaluates assigned personnel.

ASSISTANT DIRECTOR, ORANGE COUNTY (OC) CENTER OF EXCELLENCE

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

(CONTINUED) KNOWLEDGE AND ABILITIES

Knowledge of:

- 1) The California Community College System.
- 2) Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- 3) Labor market information, workforce, and data research practices to produce workforce and data-driven research projects and reports.
- 4) Principles and practices involved in the development of programs and resources in support of emerging industry and workforce trends.
- 5) Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- 6) Expertise in computer software applications related to data analysis, data visualization, and report generation, including a high-level of proficiency in Excel.

Ability to:

- 1) Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- 2) Work with Director to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action.
- 3) Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- 4) Maintain effective working relationships with staff, senior management, representatives of regional community colleges, officials, contractors and the general public.
- 5) Effectively represent the Center of Excellence in contacts with regional colleges, K-12 partners, Workforce Development Boards, governmental agencies, community groups, and various business, professional, educational and legislative organizations.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor’s degree from an accredited college or university with major coursework in business administration, public administration, economics, sociology, educational administration or in a related field AND a minimum of three (3) years demonstrated experience to conduct research within career technical education, and/or economic workforce development.

Board Approval:

RSCCD 2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Research Analyst		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Jacob Poore, Grade 17 - Step 3	\$ 6,808.018	12	\$ 81,696.22

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	18,716.60	
SOCIAL SECURITY	6.200%	5,065.17	
MEDICARE	1.450%	1,184.60	
UNEMPLOYMENT	0.500%	408.48	
WORKERS COMP	1.500%	1,225.44	
ACTIVE RET. INS. COST	2.000%	1,633.92	
TOTAL TAX & BENEFIT COST	34.560%	\$ 28,234.21	\$ 28,234.21
TOTAL SALARY & BENEFIT COST			\$ 109,930.43

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 1,674.75	\$ 1,674.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 81,696.22	73.53	
MEDICAL INSURANCE (see below)		19,300.08	
TOTAL INSURANCE COST		19,373.61	\$ 19,373.61

TOTAL COST OF POSITION	\$ 130,978.79
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BENEFITS =	\$ 49,282.57
BENEFIT COST AS A PERCENT OF CONTRACT =	60.32%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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

RSCCD 2020-2021 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Director, LAOCRC - LA		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade C - Step 4	\$ 12,657.589	12	\$ 151,891.07

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	20.700%	31,441.45	
SOCIAL SECURITY	6.200%	9,417.25	
MEDICARE	1.450%	2,202.42	
UNEMPLOYMENT	0.050%	75.95	
WORKERS COMP	1.500%	2,278.37	
ACTIVE RET. INS. COST	1.100%	1,670.80	
TOTAL TAX & BENEFIT COST	31.000%	\$ 47,086.24	\$ 47,086.24
TOTAL SALARY & BENEFIT COST			\$ 198,977.31

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		2,520.00	
SOCIAL SECURITY	6.200%	156.24	
MEDICARE	1.450%	36.54	
UNEMPLOYMENT	0.500%	12.60	
WORKERS COMP	1.500%	37.80	
ACTIVE RET. INS. COST	2.000%	50.40	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 2,813.58	\$ 2,813.58

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 151,891.07	136.70	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,897.41	\$ 24,897.41

TOTAL COST OF POSITION	\$ 226,688.30
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BENEFITS =	\$ 74,797.23
BENEFIT COST AS A PERCENT OF CONTRACT =	49.24%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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

RSCCD 2020-2021 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Director, LAOCRC - OC		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade C - Step 7	\$ 14,652.743	12	\$ 175,832.91

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	20.700%	36,397.41	
SOCIAL SECURITY	6.200%	10,901.64	
MEDICARE	1.450%	2,549.58	
UNEMPLOYMENT	0.050%	87.92	
WORKERS COMP	1.500%	2,637.49	
ACTIVE RET. INS. COST	1.100%	1,934.16	
TOTAL TAX & BENEFIT COST	31.000%	\$ 54,508.20	\$ 54,508.20
TOTAL SALARY & BENEFIT COST			\$ 230,341.11

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		2,520.00	
SOCIAL SECURITY	6.200%	156.24	
MEDICARE	1.450%	36.54	
UNEMPLOYMENT	0.500%	12.60	
WORKERS COMP	1.500%	37.80	
ACTIVE RET. INS. COST	2.000%	50.40	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 2,813.58	\$ 2,813.58

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 175,832.91	158.25	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,918.96	\$ 24,918.96

TOTAL COST OF POSITION	\$ 258,073.65
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BENEFITS =	\$ 82,240.74
BENEFIT COST AS A PERCENT OF CONTRACT =	46.77%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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	Administrative Secretary - LA		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Guadalupe Aramburo Grade 12 - Step 3	\$ 5,174.043	12	\$ 62,088.51

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	14,224.48	
SOCIAL SECURITY	6.200%	3,849.49	
MEDICARE	1.450%	900.28	
UNEMPLOYMENT	0.500%	310.44	
WORKERS COMP	1.500%	931.33	
ACTIVE RET. INS. COST	2.000%	1,241.77	
TOTAL TAX & BENEFIT COST	34.560%	\$ 21,457.79	\$ 21,457.79
TOTAL SALARY & BENEFIT COST			\$ 83,546.30

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 1,674.75	\$ 1,674.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 62,088.51	55.88	
MEDICAL INSURANCE (see below)		16,911.83	
TOTAL INSURANCE COST		16,967.71	\$ 16,967.71

TOTAL COST OF POSITION	\$ 102,188.76
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BENEFITS =	\$ 40,100.25
BENEFIT COST AS A PERCENT OF CONTRACT =	64.59%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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	Administrative Clerk		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 10 - Step 4	\$ 4,940.434	12	\$ 59,285.21

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	13,582.24	
SOCIAL SECURITY	6.200%	3,675.68	
MEDICARE	1.450%	859.64	
UNEMPLOYMENT	0.500%	296.43	
WORKERS COMP	1.500%	889.28	
ACTIVE RET. INS. COST	2.000%	1,185.70	
TOTAL TAX & BENEFIT COST	34.560%	\$ 20,488.97	\$ 20,488.97
TOTAL SALARY & BENEFIT COST			\$ 79,774.18

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.500%	7.50	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 1,674.75	\$ 1,674.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 59,285.21	53.36	
MEDICAL INSURANCE (see below)		21,486.35	
TOTAL INSURANCE COST		21,539.71	\$ 21,539.71

TOTAL COST OF POSITION	\$ 102,988.64
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BENEFITS =	\$ 43,703.43
BENEFIT COST AS A PERCENT OF CONTRACT =	73.72%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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	OC Regional Workforce & Employer Engagement Director		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Proposed Grade B - Step 4	\$ 15,431.167	12	\$ 185,174.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	42,423.36	
SOCIAL SECURITY	6.200%	11,480.79	
MEDICARE	1.450%	2,685.02	
UNEMPLOYMENT	0.500%	925.87	
WORKERS COMP	1.500%	2,777.61	
ACTIVE RET. INS. COST	2.000%	3,703.48	
TOTAL TAX & BENEFIT COST	34.560%	\$ 63,996.13	\$ 63,996.13
TOTAL SALARY & BENEFIT COST			\$ 249,170.13

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.04	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	2.000%	66.40	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 3,706.82	\$ 3,706.82

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 185,174.00	166.66	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,927.37	\$ 24,927.37

TOTAL COST OF POSITION	\$ 277,804.32
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BENEFITS =	\$ 92,630.32
BENEFIT COST AS A PERCENT OF CONTRACT =	50.02%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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

**DIRECTOR, ORANGE COUNTY REGIONAL CONSORTIUM WORKFORCE
AND EMPLOYER ENGAGEMENT****JOB DESCRIPTION – CLASSIFIED SUPERVISORY****POSITION OVERVIEW**

Responsible to the Assistant Vice Chancellor of Economic and Workforce Development in Educational Services for the direction of the Orange County Regional Consortium (OCRC) in accordance with the collaborative leadership of the Orange County community colleges districts and community colleges and the California Community College's Chancellor's Office Workforce and Economic Development Initiatives.

REPRESENTATIVE DUTIES

- 1) Serve as an active member of state-wide, regional, or local committees representing the duties of employer engagement initiative for the OCRC as appropriate.
- 2) Responsible for compliance regarding program guidelines, contract regulations and other issues affecting employer engagement strategies for the OCRC member community college districts and community college's career education programs.
- 3) Serves on OCRC-appointed governance committees.
- 4) Works with college administration, faculty and staff to promote the OCRC regional collaboration and coordination employer engagement initiatives, and, coordinates activities with the OCRC member community college district's and community college's economic development programs; and performs other duties as assigned.
- 5) Prepares, monitors, administers, and tracks the employer engagement annual budget and sub-agreement in the OCRC to ensure the maintenance of adequate financial records.
- 6) Responsible for the management and financial transactions as required, including those required for the employer engagement allocation for the OCRC regional collaboration and coordination grant.
- 7) Responsible for interpreting and implementing the rules and policies of the Board of Trustees and the directive of the Chancellor as they affect workforce and economic development activities related to employer engagement.
- 8) Works with other district and college Talent Development and Retention Directors to plan, develop and implement the OCRC regional collaboration and coordination of employer engagement strategy with business and industry.
- 9) Gathers and compiles data for reporting on workforce and economic development initiative and to satisfy accountability requirements.
- 10) Plans, develops and maintains the compliance with appropriate state and federal regulations and policies; and, researches and prepares regular and special reports related to the OCRC employer engagement initiative.
- 11) Maintains current knowledge of federal and state legislation effecting the OCRC regional collaboration and coordination employer engagement initiative; workforce and economic development and labor market conditions.
- 12) Participates in community activities related to areas of responsibility; Relate to appropriate professional organizations.
- 13) Serves as the OCRC liaison for the Orange County region-wide employer engagement strategies.
- 14) Works with various workforce/economic development agencies in Orange County to identify and align/leverage employer engagement strategies to determine work-based needs for student readiness.
- 15) Serves as regional liaison to external business and appropriate community organizations.
- 16) Executes and oversees learning and development activities including Workforce Development and career education/faculty talent pipeline training/pathways programs with research-based impact and sustainable results.

**DIRECTOR, ORANGE COUNTY REGIONAL CONORTIUM WORKFORCE
AND EMPLOYER ENGAGEMENT****JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)**

- 17) Manages and provides supervision oversight for the OCRC employment engagement strategies in conjunction with OCRC chair, OCRC Talent Development and Retention Directors, OC Center of Excellence Director, including organizing consortium-wide employer engagement meetings, meeting reporting requirements, representing the consortium at statewide and regional employer engagement meetings.
- 18) Manages the deployment of employer engagement structure and strategies for the OCRC, in collaboration with the Talent Development and Retention Directors in the Orange County region, to ensure district/colleges are supported and assisted in expanding work-based learning, increasing student employment, and being responsive to employer workforce needs.
- 19) Provide leadership and long-range employer engagement planning in consultation with Talent Development and Retention Directors to ensure for the implementation and execution of the following employer engagement strategies:
 - a. Work-Based Learning, Apprenticeships, Internships, and Faculty Externships;
 - b. Career Placement;
 - c. Comprehensive Supports and Pathways, Assessment of Prior Learning and Articulation; and
 - d. Industry Training and Education Needs.
- 20) Manages the deployment of the OCRC employer engagement evaluative process, in collaboration with the OCRC Chair and Talent Development and Retention Directors, to measure and report on the effectiveness of the OCRC employer engagement strategies.
- 21) Assist OCRC Talent Development and Retention Directors with facilitating region-wide convenings to ensure workforce training is provided to all and that it is accessible, efficient, responsive, data-driven and improves outcomes.
- 22) Convenes OCRC Talent Development and Retention Directors in regular standing meetings to review workplan objectives and activities, and track, compile, and report outcomes for the following employer engagement benchmarks:
 - a. Expansion Work-Based Learning Opportunities for All Students;
 - b. Increasing Student Employment Outcomes; and
 - c. Responsiveness of Colleges to the Training Needs of Employers.
- 23) Facilitates connections between the colleges and employers, in collaboration with the Talent Development and Retention Directors.
- 24) Supports and coordinates employer engagement efforts, in collaboration with Talent Development and Retention Directors, that promote the college's career and technical education career pathways that are driven by LMI occupational data provided by the Center of Excellence Director and/or staff.

KNOWLEDGE AND ABILITIES**Knowledge of:**

- 1) Federal and state regulations governing California Community College Regional Consortia funding structures, including Perkins V, Strong Workforce Programs, and Economic and Workforce Development.
- 2) Statistical and financial procedures.
- 3) Administration, supervision and training principles for staff.
- 4) Communicate actual and proposed changes in regulations.
- 5) Understand and apply changing policies procedures, and guideline.
- 6) Write and speak effectively.

**DIRECTOR, ORANGE COUNTY REGIONAL CONORTIUM
WORKFORCE AND EMPLOYER ENGAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

- 7) Make program and procedural analyses.
- 8) Maintain records and documentation subject to external audit.

MINIMUM QUALIFICATIONS

Education and Experience:

A Master's degree in business administration, marketing, or related field and a minimum of three (3) years of experience in career and technical education, economic and workforce development, employer engagement, and regional project development.

Desired Qualifications:

- 1) Experience as a CTE Dean or CTE Assistant Dean
- 2) Teaching experience in community college career and technical education programs
- 3) Earned doctorate
- 4) Experience delivering results in outcome-based workforce and economic development initiatives
- 5) Excellent communication skills, including: a) written, b), oral, and c) active listening
- 6) Experience with leading discussions and making presentations using appropriate technological resources
- 7) Experience facilitating large groups

Board Approval:

RSCCD 2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Talent Development & Retention Director		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade G - Step 4	\$ 10,691.812	12	\$ 128,301.74

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	29,393.93	
SOCIAL SECURITY	6.200%	7,954.71	
MEDICARE	1.450%	1,860.38	
UNEMPLOYMENT	0.500%	641.51	
WORKERS COMP	1.500%	1,924.53	
ACTIVE RET. INS. COST	2.000%	2,566.03	
TOTAL TAX & BENEFIT COST	34.560%	\$ 44,341.09	\$ 44,341.09
TOTAL SALARY & BENEFIT COST			\$ 172,642.83

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.04	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	2.000%	66.40	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 3,706.82	\$ 3,706.82

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 128,301.74	115.47	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,876.18	\$ 24,876.18

TOTAL COST OF POSITION	\$ 201,225.83
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BENEFITS =	\$ 72,924.09
BENEFIT COST AS A PERCENT OF CONTRACT =	56.84%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71
CSEA	Max	35,228.16	21,486.35

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

**DIRECTOR, ORANGE COUNTY (OC) REGIONAL CONSORTIUM
TALENT DEVELOPMENT AND RETENTION**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

Responsible to the Assistant Vice Chancellor of Economic and Workforce Development in Educational Services for the direction of the Orange County Regional Consortium (OCRC) in accordance with the collaborative leadership of the Orange County community college districts and community colleges and the California Community College's Chancellor's Office Workforce and Economic Development Initiatives.

REPRESENTATIVE DUTIES

PROFESSIONAL RELATIONS

Serve as an active member of regional and local committees representing the duties of Rancho Santiago Community College District (RSCCD) employer engagement initiative for the designated OCRC Talent Development & Retention Director as appropriate. This is a strategic position for the employer engagement initiative of the OCRC, regional collaboration and coordination grant that responds to significant labor market trends, engages industry and OCRC member community college district's and community college's participation in expanding work-based learning opportunities for all students, increasing employment opportunities for students, and the responsiveness of college's to employer talent development training needs. This position works with business and industry, colleges and other stakeholders to help create career educational employment outcome opportunities for students by engaging in initiatives that enable student employment and lifelong learning in the sector; and performs other duties as assigned.

BUDGET

Collaborates with the OCRC Workforce and Employer Engagement Director to prepare, monitor, administer, and track the employer engagement annual budget to ensure the maintenance of adequate financial records. Responsible for the management and financial transactions as required, including those required for the employer engagement allocation for the OCRC regional collaboration and coordination grant.

PROGRAM DEVELOPMENT AND IMPLEMENTATION

Responsible for interpreting and implementing the rules and policies of the Board of Trustees and the directive of the Chancellor as they affect workforce and economic development activities related to employer engagement; works with OCRC Workforce and Employer Engagement Director and the region's Talent Development & Retention Directors to plan, develop and implement the OCRC regional collaboration and coordination of employer engagement strategy with business and industry; assists OCRC Workforce and Employer Engagement Director to with gathering and compiling data necessary for reporting on the OCRC employer engagement workforce and economic development initiative and to satisfy accountability requirements; assists the OCRC Workforce and Employer Engagement Director with planning, developing and maintaining the District's compliance with appropriate state and federal regulations and policies related to the OCRC employer engagement initiative; and assists the OCRC Workforce and Employer Engagement Director to with the research and prepare a wide variety of regular and special reports related to the OCRC employer engagement initiative.

OTHER PROFESSIONAL DUTIES

Maintains current knowledge of federal and state legislation effecting the OCRC regional collaboration and coordination employer engagement initiative; workforce and economic development and labor market conditions.

**DIRECTOR, ORANGE COUNTY (OC) REGIONAL CONSORTIUM
TALENT DEVELOPMENT AND RETENTION****JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)**

Relate to appropriate professional organizations and committees that drive work-based learning, apprenticeships, internships, and faculty externships; participates in community activities related to areas of responsibility.

ESSENTIAL FUNCTIONS

- 1) Serves as the OCRC liaison for community college districts and community colleges for work-based learning, apprenticeship, internships, and faculty externships.
- 2) Works with various workforce/economic development agencies in Orange County to identify and align/leverage employer engagement strategies to determine work-based needs for student readiness.
- 3) Collaborates in the OCRC employment engagement strategies in conjunction with OCRC chair, Workforce and Employer Engagement Director, the region's OCRC Talent Development & Retention Directors, and the OC Center of Excellence Director and staff, including organizing consortium-wide employer engagement meetings, meeting reporting requirements, representing the consortium at statewide and regional employer engagement meetings.
- 4) Collaborates in deployment of employer engagement structure and strategies for the OCRC, in collaboration with the Talent Development & Retention Directors in the Orange County region, to ensure district/colleges are supported and assisted in expanding work-based learning, increasing student employment, and being responsive to employer workforce needs.
- 5) Contributes to long-range employer engagement planning in consultation with the region's Workforce and Employer Engagement Director and Talent Development & Retention Directors to ensure for the implementation and execution of the following employer engagement strategies:
 - a. Work-Based Learning, Apprenticeships, Internships, and Faculty Externships;
 - b. Career Placement;
 - c. Comprehensive Supports & Pathways, Assessment of Prior Learning & Articulation; and
 - d. Industry Training and Education Needs.
- 6) Collaborates in the deployment of the OCRC employer engagement evaluative process, in collaboration with the OCRC Chair, Workforce and Employer Engagement Director, and the Talent Development & Retention Directors, to measure and report on the effectiveness of the OCRC employer engagement strategies.
- 7) Collaborates in region-wide convenings to ensure workforce training is provided to all and that it is accessible, efficient, responsive, data-driven and improves outcomes.
- 8) Participates in regular standing meetings to review workplan objectives and activities, and track, compile, and report outcomes for the following employer engagement benchmarks:
 - a. Expansion Work-Based Learning Opportunities for All Students;
 - b. Increasing Student Employment Outcomes; and
 - c. Responsiveness of Colleges to the Training Needs of Employers
- 9) Participates in employer engagement efforts, in collaboration with the Workforce and Employer Engagement Director and the region's Talent Development & Retention Directors, that promote college's career & technical education career pathways that are driven by LMI occupational data provided by the Center of Excellence Director and/or staff.

KNOWLEDGE AND ABILITIES**Thorough knowledge of:**

- 1) Federal and state regulations governing California Community College Regional Consortia funding structures, including Perkins V, Strong Workforce Programs, and Economic and Workforce Development; statistical and financial procedures; administration, supervision and training principles for staff.

**DIRECTOR, ORANGE COUNTY (OC) REGIONAL CONSORTIUM
TALENT DEVELOPMENT AND RETENTION**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

- 2) Communicate actual and proposed changes in regulations; understand and apply changing policies procedures, and guideline; write and speak effectively; make program and procedural analyses; maintain records and documentation subject to external audit.

MINIMUM QUALIFICATIONS

A Master’s degree in business administration, marketing, or related field and a minimum of three (3) years of experience in career & technical education, economic & workforce development, employer engagement, and regional project development.

Desired Qualifications

- 1) Experience as a CTE Dean or CTE Assistant Dean
- 2) Teaching experience in community college career & technical education programs
- 3) Experience delivering results in outcome-based workforce & economic development initiatives
- 4) Excellent communication skills, including: a) written, b), oral, and c) active listening
- 5) Experience with leading discussions and making presentations using appropriate technological resources
- 6) Experience facilitating large groups

Board Approved:

Fiscal Year: 2022

FUND: 12 - General Fund Restricted

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
12-1591-675000-53306-5210 Conference Expenses - Trave	0.00	695.00	0.00	0.00	695.00-
12-1591-675000-53306-5215 Online Conference & Trainin	0.00	495.00	0.00	0.00	495.00-
12-1591-679000-53306-2110 Classified Management : LA/	39,566.00	46,160.23	26,377.28	183.33	32,971.51-
12-1591-679000-53306-2130 Classified Employees : LA/O	26,429.00	42,075.85	23,542.24	248.28	39,189.09-
12-1591-679000-53306-3115 STRS - Non-Instructional :	6,695.00	7,810.32	0.00	116.66	1,115.32-
12-1591-679000-53306-3215 PERS - Non-Instructional :	5,654.00	9,488.76	0.00	167.82	3,834.76-
12-1591-679000-53306-3315 OASDHI - Non-Instructional	1,560.00	2,604.21	0.00	166.94	1,044.21-
12-1591-679000-53306-3325 Medicare - Non-Instructiona	947.00	1,291.16	0.00	136.34	344.16-
12-1591-679000-53306-3415 H & W - Non-Instructional :	11,655.00	18,811.79	0.00	161.41	7,156.79-
12-1591-679000-53306-3435 H & W - Retiree Fund Non-In	1,306.00	1,793.77	0.00	137.35	487.77-
12-1591-679000-53306-3515 SUI - Non-Instructional : L	326.00	442.80	0.00	135.83	116.80-
12-1591-679000-53306-3615 WCI - Non-Instructional : L	979.00	1,345.27	0.00	137.41	366.27-
12-1591-679000-53306-3915 Other Benefits - Non-Instru	1,037.00	1,447.56	857.92	222.32	1,268.48-
12-1591-679000-53306-5100 Contracted Services : LA/OC	0.00	0.00	0.00	0.00	0.00
=====					
Totals for DEPARTMENT: 53306 - LA/OC Regional Conso	96,154.00	134,461.72	50,777.44	192.65	89,085.16-
=====					
Totals for FUND: 12 - General Fund Restricted	96,154.00	134,461.72	50,777.44	192.65	89,085.16-

Fiscal Year: 2022

FUND: 12 - General Fund Restricted

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
12-2247-675000-53306-5210	5,000.00	0.00	0.00	0.00	5,000.00
12-2247-675000-53306-5215	5,000.00	0.00	0.00	0.00	5,000.00
12-2247-684000-53306-2110	355,287.00	153,298.87	39,565.92	54.28	162,422.21
12-2247-684000-53306-2130	157,139.00	71,547.15	24,509.24	61.13	61,082.61
12-2247-684000-53306-2320	17,693.00	20,689.95	0.00	116.94	2,996.95-
12-2247-684000-53306-3115	31,495.00	18,005.61	0.00	57.17	13,489.39
12-2247-684000-53306-3215	56,018.00	29,795.58	0.00	53.19	26,222.42
12-2247-684000-53306-3315	15,411.00	8,700.83	0.00	56.46	6,710.17
12-2247-684000-53306-3325	6,509.00	3,599.25	0.00	55.30	2,909.75
12-2247-684000-53306-3415	50,838.00	28,873.35	0.00	56.79	21,964.65
12-2247-684000-53306-3435	8,978.00	4,991.63	0.00	55.60	3,986.37
12-2247-684000-53306-3515	224.00	1,236.81	0.00	552.15	1,012.81-
12-2247-684000-53306-3615	6,735.00	3,743.82	0.00	55.59	2,991.18
12-2247-684000-53306-3915	7,504.00	4,042.41	1,058.76	67.98	2,402.83
12-2247-684000-53306-4610	1,000.00	0.00	0.00	0.00	1,000.00
12-2247-684000-53306-4710	4,000.00	183.21	0.00	4.58	3,816.79
12-2247-684000-53306-5100	40,422.00	126.00	29,875.00	74.22	10,421.00
12-2247-684000-53306-5220	1,000.00	0.00	0.00	0.00	1,000.00
12-2247-684000-53306-5235	20,000.00	1,000.00	0.00	5.00	19,000.00
12-2247-684000-53306-5300	10,000.00	0.00	0.00	0.00	10,000.00
12-2247-684000-53306-5999	73,571.00	0.00	0.00	0.00	73,571.00
=====					
Totals for DEPARTMENT: 53306 - LA/OC Regional Conso	873,824.00	349,834.47	95,008.92	50.91	428,980.61
=====					
Totals for FUND: 12 - General Fund Restricted	873,824.00	349,834.47	95,008.92	50.91	428,980.61

Fiscal Year: 2022

FUND: 12 - General Fund Restricted

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
12-2247-675000-53315-5215 Online Conference & Trainin	3,000.00	0.00	0.00	0.00	3,000.00
12-2247-679000-53315-2110 Classified Management : Cen	186,738.00	19,620.76	0.00	10.51	167,117.24
12-2247-679000-53315-2130 Classified Employees : Cent	81,696.00	13,616.04	27,232.08	50.00	40,847.88
12-2247-679000-53315-3215 PERS - Non-Instructional :	45,687.00	7,614.56	0.00	16.67	38,072.44
12-2247-679000-53315-3315 OASDHI - Non-Instructional	12,627.00	2,063.81	0.00	16.34	10,563.19
12-2247-679000-53315-3325 Medicare - Non-Instructiona	2,953.00	482.66	0.00	16.34	2,470.34
12-2247-679000-53315-3415 H & W - Non-Instructional :	32,933.00	5,555.10	0.00	16.87	27,377.90
12-2247-679000-53315-3435 H & W - Retiree Fund Non-In	4,073.00	678.90	0.00	16.67	3,394.10
12-2247-679000-53315-3515 SUI - Non-Instructional : C	1,018.00	166.43	0.00	16.35	851.57
12-2247-679000-53315-3615 WCI - Non-Instructional : C	3,055.00	509.20	0.00	16.67	2,545.80
12-2247-679000-53315-3915 Other Benefits - Non-Instru	4,248.00	708.34	0.00	16.67	3,539.66
12-2247-679000-53315-4610 Non-Instructional Supplies	2,000.00	0.00	0.00	0.00	2,000.00
12-2247-679000-53315-5100 Contracted Services : Cente	10,000.00	3,150.00	0.00	31.50	6,850.00
12-2247-679000-53315-5220 Mileage/Parking Expenses :	972.00	0.00	0.00	0.00	972.00
12-2247-679000-53315-5900 Other Operating Exp & Servi	500.00	0.00	86.00	17.20	414.00
12-2247-679000-53315-5950 Software License and Fees :	5,000.00	0.00	0.00	0.00	5,000.00
12-2247-679000-53315-6410 Equip-All Other >\$1,000<\$5,	3,500.00	0.00	3,494.58	99.85	5.42
=====					
Totals for DEPARTMENT: 53315 - Center for Excellenc	400,000.00	54,165.80	30,812.66	21.24	315,021.54
=====					
Totals for FUND: 12 - General Fund Restricted	400,000.00	54,165.80	30,812.66	21.24	315,021.54



California
Community
Colleges

SHENEUI WEBER

Vice Chancellor
Workforce and Economic Development

December 17, 2021

Dr. Adriene "Alex" Davis, Associate Vice Chancellor of EWD
Orange County Region
Rancho Santiago Community College District
2323 N. Broadway, Suite 328
Santa Ana, CA 92706

RE: Regional Collaboration and Coordination Grant

Dear Dr. Davis:

This letter serves as notification of award to Rancho Santiago Community College District in the amount of \$1,344,854 for the period of January 1 to December 31, 2022 (Year 1), for the Regional Collaboration and Coordination grant. The funding was approved by the Board of Governors of the California Community Colleges on November 15, 2021, for a total period of five years.

Please note the following:

- 1) The grant is renewed annually based on grant performance and outcomes.
- 2) Annual allocation amount will vary based on formula factors: CTE FTES, number of colleges, Unemployment Rate and Jobs.
- 3) The District is to submit a final workplan and budget in an Excel document already provided to the Chancellor's Office for review and approval no later than April 15, 2022.

Chancellor's Office
1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | www.cccco.edu



California
Community
Colleges

SHENEUI WEBER

Vice Chancellor

Workforce and Economic Development

- 4) The grant face sheet and agreement will be sent to Districts by the end of January 2022.

Please contact Brenda Fong at bfong@cccco.edu with any questions about this award notification.

Sincerely,

A handwritten signature in cursive script that reads "Sweber".

Sheneui Weber, Vice Chancellor
Workforce & Economic Development Division
California Community Colleges Chancellor's Office

cc: Sandra Sanchez, Assistant Vice Chancellor
Perkins and EWD Program Team

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

Number # 1296

Assigned by Human Resources

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

Site/Department/Division: District Office / People and Culture /

Manager/Supervisor: Cheng Yu Hou

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Senior P&C Business Partner (\$156,673.98)
	(Up to 19 hour) PT ODEI Coordinator (\$36,491.19)

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 193,165.17
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): From existing funding in ODEI Office 11-0005-660000-53110-2120 / 11-0005-660000-53110-2320
(Attach necessary budget change forms)

Reason for reorganization:

See attached.

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

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

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

Submitted by (*District Cabinet Member*): _____ Date: _____

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

People and Culture Reorganization June 2022

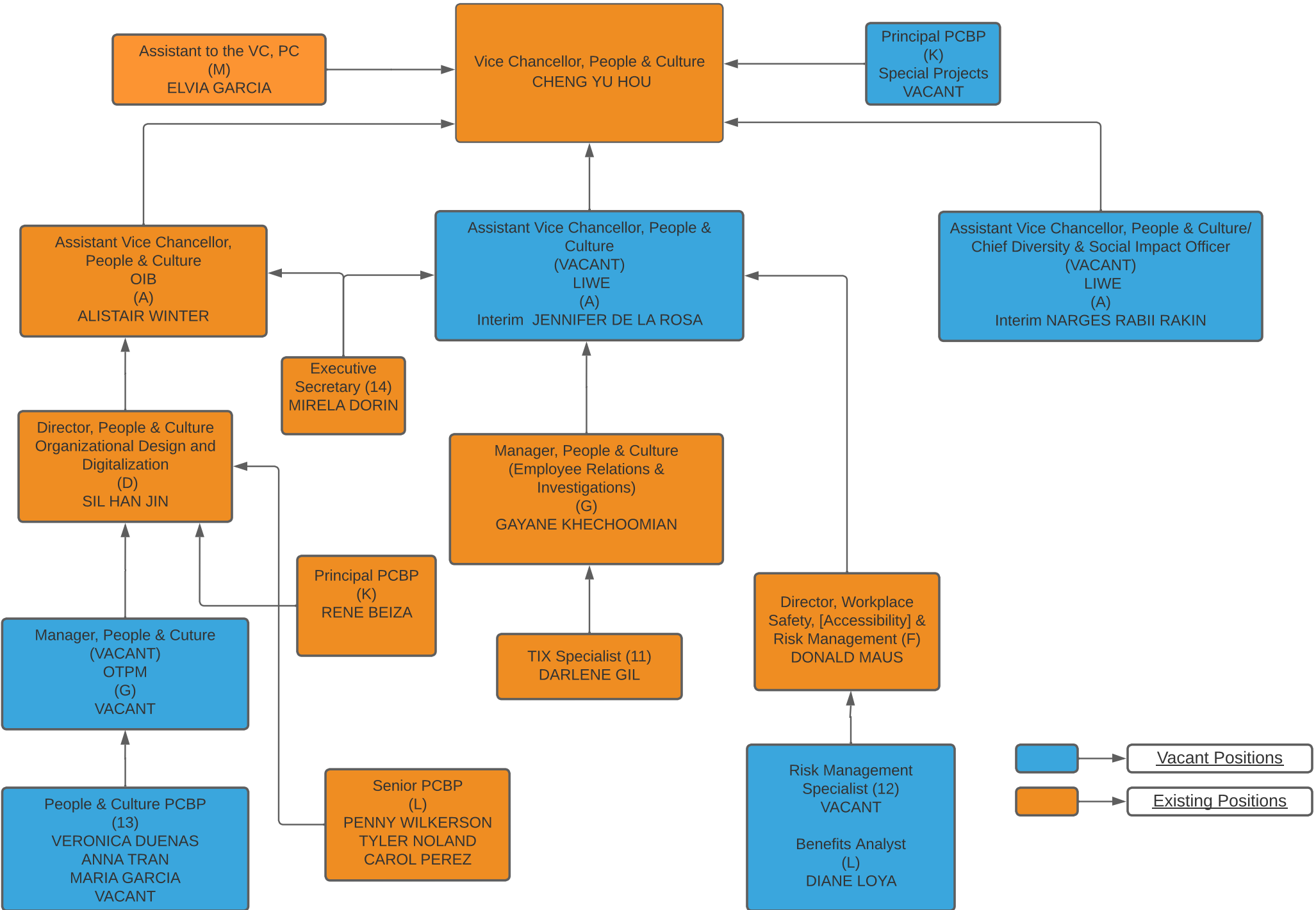
People and Culture (P&C) are requesting the addition of two (2) positions –

- Senior P&C Business Partner (Grade L)
- Part-time ODEI Coordinator (Grade 15)

The two positions are proposed to be within the Office of Diversity, Equity, and Inclusion (ODEI). Since the inception of this office, it has been staffed by one interim position. With the inclusion of ODEI into P&C, there is a need for additional staff, a Senior P&C Business Partner will provide analytical support, independent research, project management, program facilitation and representing ODEI in meetings etc. Additionally, a Part-time ODEI Coordinator is needed to plan and organize the operational activities of the ODEI office and the associated programs.

PEOPLE & CULTURE ORGANIZATION CHART

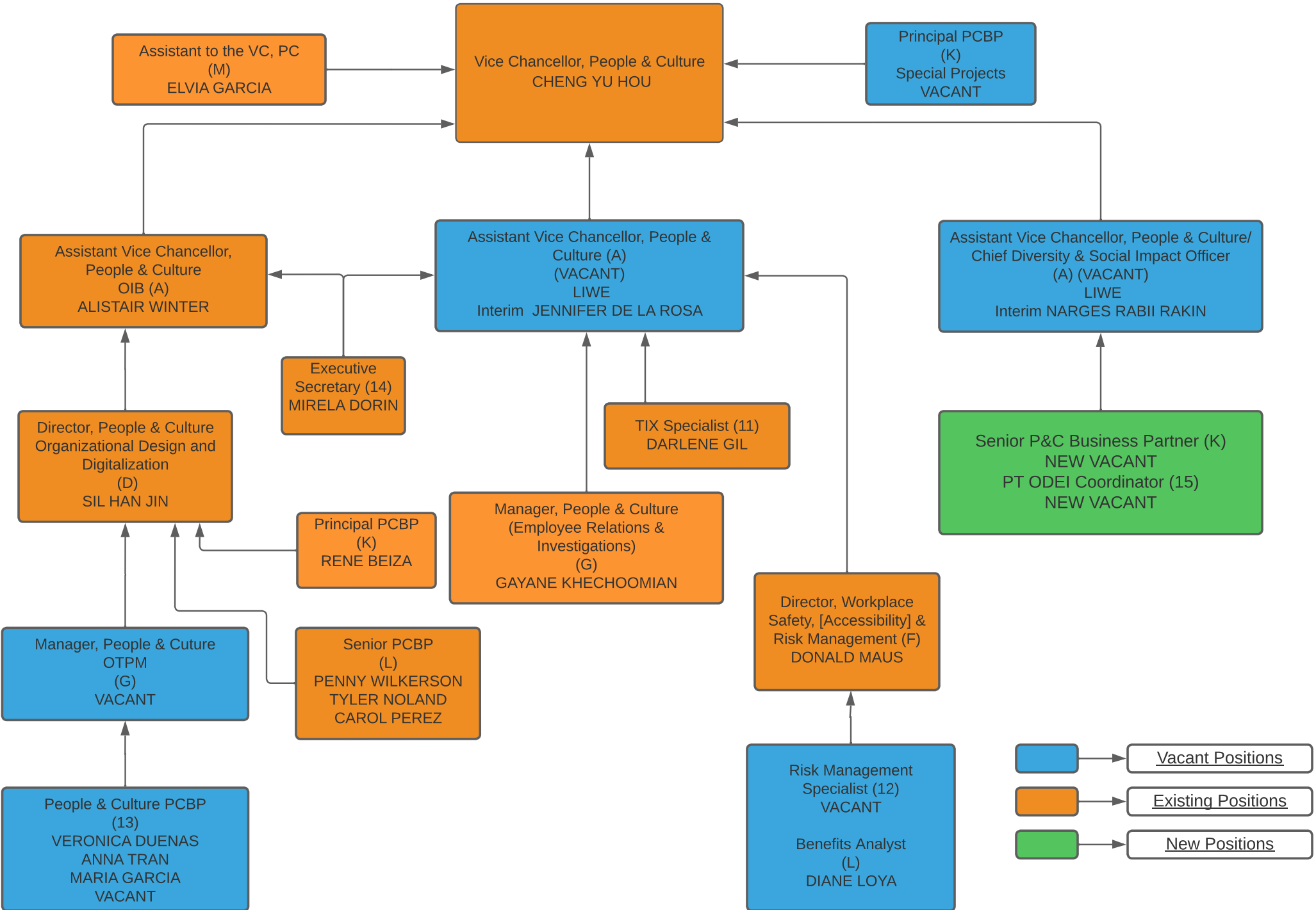
Current



→ Vacant Positions
 → Existing Positions

PEOPLE & CULTURE ORGANIZATION CHART

Proposed



RSCCD

2021-2022 Cost of Position

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

POSITION TITLE	ODEI Coordinator		
GRADE & STEP			ANNUAL COST
Grade 15/1	\$ 34.58	0 HRS/52 WEEKS 988.00	\$ 34,165.04

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PARS or PERS (see below)	1.300%	444.15	
MEDICARE	1.450%	495.39	
UNEMPLOYMENT	0.500%	170.83	
WORKERS COMP	1.500%	512.48	
ACTIVE RET. INS. COST	2.000%	683.30	
TOTAL TAX & BENEFIT COST	6.750%	\$ 2,306.15	\$ 2,306.15
TOTAL SALARY & BENEFIT COST			\$ 36,471.19
TOTAL COST OF POSITION			\$ 36,471.19

BENEFITS =	\$ 2,306.15
BENEFIT COST AS A PERCENT OF CONTRACT =	6.75%

PERS	22.910%	7,827.21
Soc. Sec.	6.200%	2,118.23
Some part-time classified are members of PERS and would then have PERS of 22.91% and Soc. Sec. of 6.2% instead of PARS of 1.3 %		

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Senior P&C Business Partner		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade L / Step 4	\$ 8,163.960	12	\$ 97,967.52

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	22,444.36	
SOCIAL SECURITY	6.200%	6,073.99	
MEDICARE	1.450%	1,420.53	
UNEMPLOYMENT	0.500%	489.84	
WORKERS COMP	1.500%	1,469.51	
ACTIVE RET. INS. COST	2.000%	1,959.35	
TOTAL TAX & BENEFIT COST	34.560%	\$ 33,857.58	\$ 33,857.58
TOTAL SALARY & BENEFIT COST			\$ 131,825.10

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		-	
SOCIAL SECURITY	6.200%	-	
MEDICARE	1.450%	-	
UNEMPLOYMENT	0.500%	-	
WORKERS COMP	1.500%	-	
ACTIVE RET. INS. COST	2.000%	-	
TOTAL FRINGE BENEFIT COST	11.650%	\$ -	\$ -

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 97,967.52	88.17	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,848.88	\$ 24,848.88

TOTAL COST OF POSITION	\$ 156,673.98
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BENEFITS =	\$ 58,706.46
BENEFIT COST AS A PERCENT OF CONTRACT =	59.92%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71	AVERAGE
CSEA	Max	35,228.16	21,486.35	AVERAGE

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