

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

Number # 1088
Assigned by Human Resources

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

Site/Department/Division: DO/Educational Services/LAOCRC

Manager/Supervisor: Enrique Perez/Dr. Adriene Davis *[Signature]* 6/12/18

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Business Services Coordinator (13-3) (DELETE) <i>Vacant - Recy 10/13</i>	Executive Secretary (14-3) (NEW)

Current annual salary/benefits cost \$ 101,870.37 Proposed annual salary/benefits cost \$ 105,859.84
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): 12-2225-684000-53306-2130 (100%)

(Attach necessary budget change forms)

Reason for reorganization:

The Assistant Vice Chancellor of Economic & Workforce Development (EWD) reorg was approved and a person was hired. There are responsibilities and duties required to support the Assistant Vice Chancellor of EWD, which are not included in the job description of the Business Services Coordinator (vacancy). After re-evaluating the department needs and support, for the Assistant Vice Chancellor of EWD it was determined that the Executive Secretary position had duties that were better aligned to meet those needs. The proposed reorg is to delete the vacant Business Services Coordinator position and add the Executive Secretary position; the difference of the Executive Secretary position salary will be charged to the Strong Workforce Program grant (100%). The proposed reorg also includes the reporting lines for the program staff. The Executive Secretary will report to the Assistant Vice Chancellor of EWD and Administrative Secretaries are assigned to each of the Directors. Please refer to the attached proposed organizational 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.

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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): *[Signature]* Date: 6/14/18

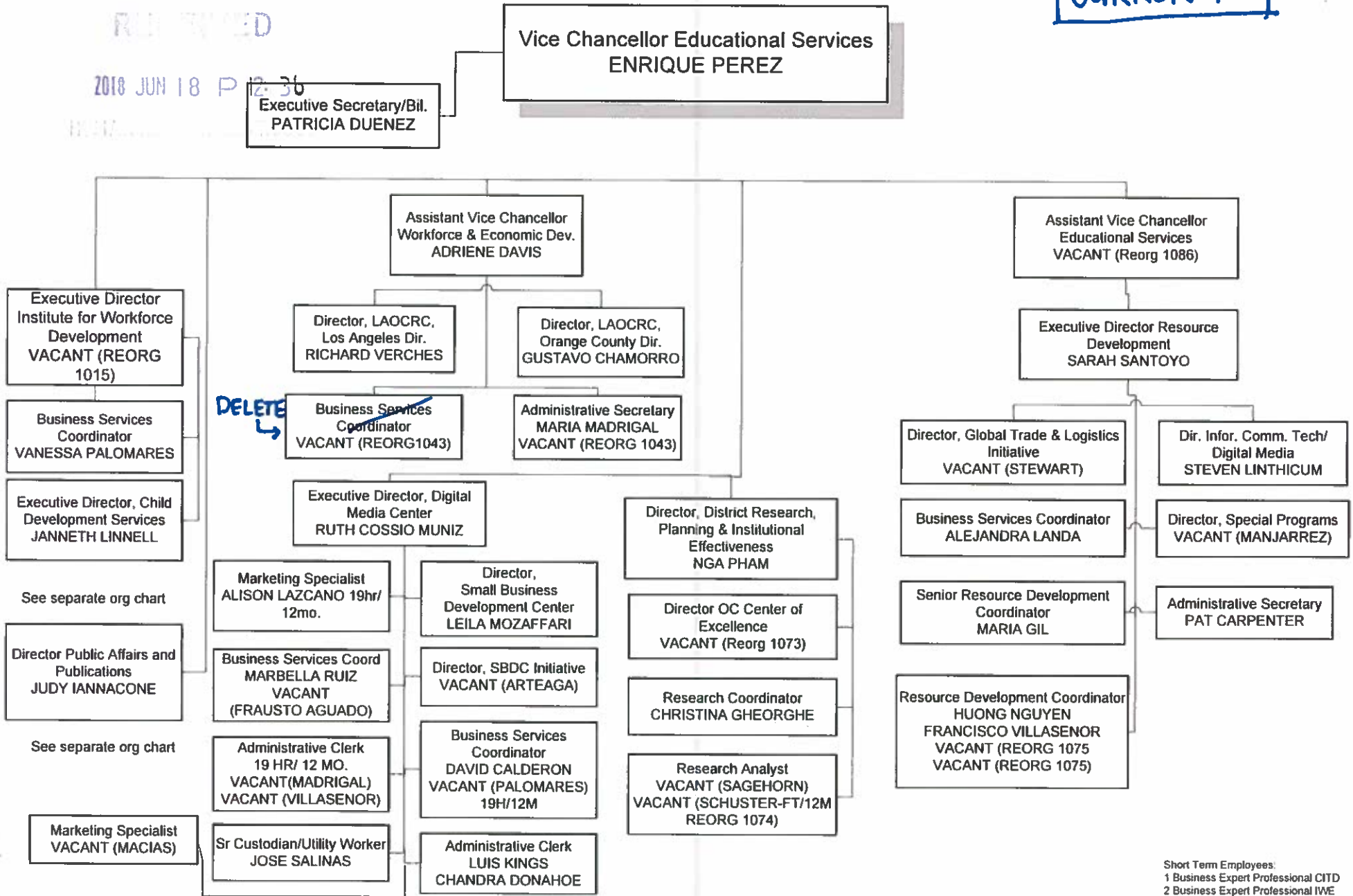
SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <i>[Signature]</i> <u>6/18/18</u>	Business Operations & Fiscal Services (Signature/Date): <i>[Signature]</i> <u>7/1/18</u>
	Resource Development (Signature/Date – Only for Restricted Funds): <i>[Signature]</i> <u>6/19/18</u>
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <i>[Signature]</i> <u>7/2/18</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

**Rancho Santiago Community College District
EDUCATIONAL SERVICES**

CURRENT

REMOVED

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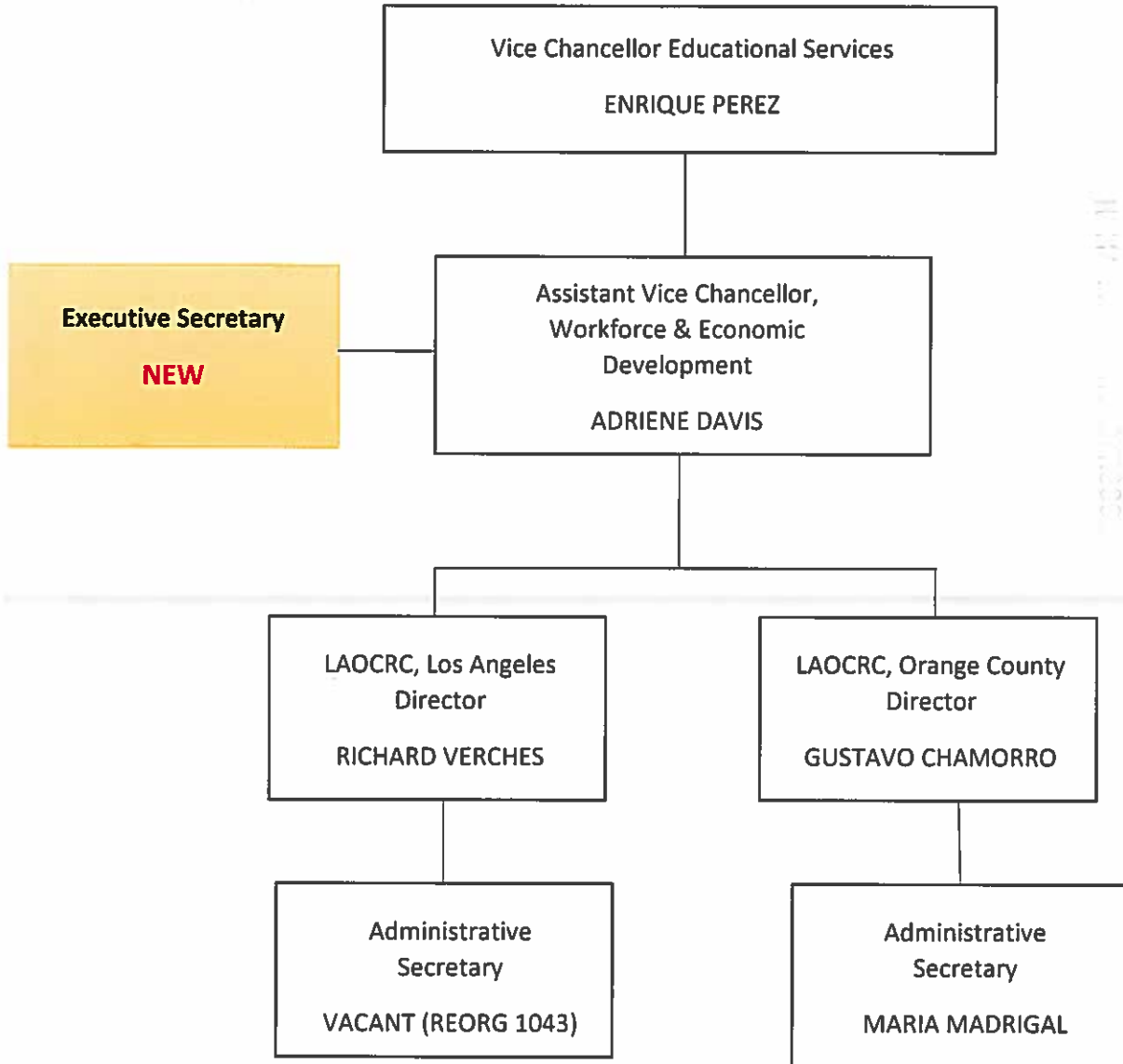


DELETE

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

Rancho Santiago Community College District
EDUCATIONAL SERVICES

PROPOSED



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Rancho Santiago Community College District

Please note the reporting lines of the Administrative Secretaries

RSCCD

FY 2018/19

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Business Services Coordinator		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 13-3	\$ 4,638.02	12	\$ 55,656.20

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	17.700%	9,851.15	
SOCIAL SECURITY	6.200%	3,450.68	
MEDICARE	1.450%	807.01	
UNEMPLOYMENT	0.050%	27.83	
WORKERS COMP	2.250%	1,252.26	
ACTIVE RET. INS. COST	3.630%	2,020.32	
TOTAL TAX & BENEFIT COST	31.280%	\$ 17,409.25	\$ 17,409.25
TOTAL SALARY & BENEFIT COST			\$ 73,065.45

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	0.050%	0.75	
WORKERS COMP	2.250%	33.75	
ACTIVE RET. INS. COST	3.630%	54.45	
TOTAL FRINGE BENEFIT COST	13.580%	\$ 1,703.70	\$ 1,703.70

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 55,656.20	126.90	
MEDICAL INSURANCE (see below)		26,974.32	
TOTAL INSURANCE COST		27,101.22	\$ 27,101.22

TOTAL COST OF POSITION	\$ 101,870.37
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BENEFITS =	\$ 46,214.17
BENEFIT COST AS A PERCENT OF CONTRACT =	83.04%

Admn., Superv/Mang. & Conf. (including Fringe amount)	32,091.72
CSEA	26,974.32

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RSCCD

FY 2018/19

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Executive Secretary		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 14-3	\$ 4,890.82	12	\$ 58,689.84

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	17.700%	10,388.10	
SOCIAL SECURITY	6.200%	3,638.77	
MEDICARE	1.450%	851.00	
UNEMPLOYMENT	0.050%	29.34	
WORKERS COMP	2.250%	1,320.52	
ACTIVE RET. INS. COST	3.630%	2,130.44	
TOTAL TAX & BENEFIT COST	31.280%	\$ 18,358.17	\$ 18,358.17
TOTAL SALARY & BENEFIT COST			\$ 77,048.01

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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	0.050%	0.75	
WORKERS COMP	2.250%	33.75	
ACTIVE RET. INS. COST	3.630%	54.45	
TOTAL FRINGE BENEFIT COST	13.580%	\$ 1,703.70	\$ 1,703.70

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 58,689.84	133.81	
MEDICAL INSURANCE (see below)		26,974.32	
TOTAL INSURANCE COST		27,108.13	\$ 27,108.13

TOTAL COST OF POSITION	\$ 105,859.84
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BENEFITS =	\$ 47,170.00
BENEFIT COST AS A PERCENT OF CONTRACT =	80.37%

Admn., Superv/Mang. & Conf. (including Fringe amount)	32,091.72
CSEA	26,974.32

05/25/18

Rancho Santiago Community College District
Account Availability Report Ending 07/31/2018
Options - Available/Met/Exceeded Budget

Fiscal Year: 2019

PROJECT: 2225 - CTE SWP-Regional II Yr 1

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
12-2225-684000-53306-2110 Classified Management : LA/	320,064.00	0.00	0.00	0.00	320,064.00
12-2225-684000-53306-2130 Classified Employees : LA/O	108,594.00	0.00	0.00	0.00	108,594.00
12-2225-684000-53306-3115 STRS - Non-Instructional :	25,303.00	0.00	0.00	0.00	25,303.00
12-2225-684000-53306-3215 PERS - Non-Instructional :	49,455.00	0.00	0.00	0.00	49,455.00
12-2225-684000-53306-3315 OASDHI - Non-Instructional	17,295.00	0.00	0.00	0.00	17,295.00
12-2225-684000-53306-3325 Medicare - Non-Instructiona	6,298.00	0.00	0.00	0.00	6,298.00
12-2225-684000-53306-3415 H & W - Non-Instructional :	113,160.00	0.00	0.00	0.00	113,160.00
12-2225-684000-53306-3435 H & W - Retiree Fund Non-In	15,768.00	0.00	0.00	0.00	15,768.00
12-2225-684000-53306-3515 SUI - Non-Instructional : L	217.00	0.00	0.00	0.00	217.00
12-2225-684000-53306-3615 WCI - Non-Instructional : L	9,773.00	0.00	0.00	0.00	9,773.00
12-2225-684000-53306-3915 Other Benefits - Non-Instru	5,716.00	0.00	0.00	0.00	5,716.00
12-2225-684000-53306-5999 Special Project Holding Acc	150,256.00	0.00	0.00	0.00	150,256.00
=====					
Totals for DEPARTMENT: 53306 - LA/OC Regional Conso	821,899.00	0.00	0.00	0.00	821,899.00
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Totals for PROJECT: 2225 - CTE SWP-Regional II Yr 1	821,899.00	0.00	0.00	0.00	821,899.00

REC'D
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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET CHANGE FORM**

COPY

For Accounting Use

FISCAL YEAR: 2018/19

FUND TRANSFER NUMBER: _____

TO: FISCAL SERVICES

PROCESS DATE: _____

FROM: Dr. Adriene Davis

5/20/18
AD

District/LAOCRC

ENTERED BY: _____

Signature - Administrator

College - Department Name

DATE: 5/25/2018

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

CREDIT

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2225	684000	53306	5999	\$3,990.00
TOTAL					\$3,990.00

DEBIT

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2225	684000	53306	2130	\$3,034.00
12	2225	684000	53306	3215	\$537.00
12	2225	684000	53306	3315	\$188.00
12	2225	684000	53306	3325	\$44.00
12	2225	684000	53306	3415	\$7.00
12	2225	684000	53306	3435	\$110.00
12	2225	684000	53306	3515	\$2.00
12	2225	684000	53306	3615	\$68.00
TOTAL					\$3,990.00

Reason for Change: Allocate funds for salary and benefit costs for proposed reorg Executive Secretary, LAOCRC (FY 2018/19)

Approval Signatures:

[Signature] 6/1/18
 Resource Development (for Special Projects only) Date

[Signature] _____
 President or Vice President Date

 Fiscal Administrator Date

Contact Person: Maria Gil (714) 480-7464
 Name Phone No.

BUDGET CHANGE FORM

For Accounting Use

FISCAL YEAR: 2018/19

FUND TRANSFER NUMBER: _____

TO: **FISCAL SERVICES**

PROCESS DATE: _____

FROM: _____ / _____
Signature - Administrator / District/LAOCRC

ENTERED BY: _____

Signature - Administrator

College - Department Name

DATE: 6/19/2018



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

CREDIT

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2225	684000	53306	5999	\$11.00
TOTAL					\$11.00

DEBIT

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2225	684000	53306	3215	\$11.00
TOTAL					\$11.00

Reason for Change: Increase in PERS rate costs from 17.7% to 18.062%

Approval Signatures: _____

for proposed reorg Executive Secretary, LAOCRC (FY 2018/19) Reorg #1088

Resource Development (for Special Projects only) _____ Date _____

President or Vice President _____ Date _____

Contact Person: Maria Gil (714) 480-7464

Fiscal Administrator _____ Date _____

Name Phone No.

Fiscal Administrator Date