



Rancho Santiago Community College District
District Council Meeting
February 1, 2022

1:00 p.m.

Via Zoom

<https://cccconfer.zoom.us/j/92517846185>

669-900-6833 / 925 1784 6185

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. Call to Order/Update | Martinez |
| 2. Approval of Minutes - ACTION
a. December 6, 2021 Meeting | Martinez |
| 3. SRP Savings Reconciliation – Quarterly Update – INFORMATION | Ingram |
| 4. Approval of Human Resource Items – ACTION
a. Job Description – Principal People & Culture Business Partner
b. Reorg #1268 – DO/ITS
c. Reorg #1269 – DO/HR | Hou |
| 5. Committee Reports – INFORMATION
a. Planning & Organizational Effectiveness Committee
b. Human Resources Committee
c. Fiscal Resources Committee
d. Physical Resources Committee
e. Technology Advisory Group | Perez
Hou
Ingram
Ingram
Gonzalez |
| 6. Constituent Representative Reports - INFORMATION
a. Academic Senate - SAC
b. Academic Senate - SCC
c. Classified Staff
d. Student Government - SAC
e. Student Government – SCC | Isbell
Rutan
Martin
Ramaswamy
Neely |

Next Meeting: March 7, 2022



Rancho Santiago Community College District District Council Meeting

MINUTES

December 6, 2021

Members:	Marvin Martinez	Present
	Sarah Santoyo for Enrique Perez	Present
	Iris Ingram	Present
	Cheng Yu Hou	Present
	Marilyn Flores	Present
	Pamela Ralston	Present
	Jesse Gonzalez	Present
	Jim Isbell	Present
	Craig Rutan	Present
	Monica Zarske	Present
	Michael Taylor	Present
	Scott James	Absent
	Sheryl Martin	Present
	Ambar Nakagami	Present
	Zina Edwards	Present
	Julio Luna	Present
	Elisabeth Neely	Absent
Guests:	Nga Pham	

1. Call to Order/Update

- a. Chancellor Marvin Martinez convened the meeting via Zoom Conference at 1:33 p.m.
- b. Mr. Martinez reported that a new Board President and other officers would be elected at the December 13, 2021 board meeting. The appointment of the new Santa Ana College President will also be on the agenda for approval by the Board of Trustees. A presentation on enrollment will be made at the meeting as well.
- c. Mr. Martinez reported that work is being done to poll voters to determine if there is support for a potential bond measure.
- d. It was announced that a Community Hearing on Redistricting would be held on Wednesday, December 15 at 6 p.m. in the District Office Board Room. The Board Ad Hoc Committee on Redistricting will meet on December 29 to develop a recommendation to the full board on redistricting.

2. Approval of Minutes
 - a. It was moved by Ms. Zarske, seconded by Ms. Edwards and, by roll call vote, carried unanimously with an abstention by Mr. Gonzalez to approve the minutes of the November 1, 2021 meeting.

3. Facilities Master Plan Update
 - a. Vice Chancellor Iris Ingram introduced Asst. Vice Chancellor Carri Matsumoto to present an update on the district-wide Facilities Master Plan.
 - b. Ms. Matsumoto provided background on the work done to-date with the district office and colleges on the Facilities Master Plan. Consultants from Steinberg-Hart presented the process used, preferred options at both colleges and next steps for this effort. Committee members received clarification of the data presented.
 - c. Ms. Matsumoto committed to distributing the presentation to all District Council members.

4. Results of District Office Right Sizing Efforts
 - a. Vice Chancellor Iris Ingram presented a summary of the SRP Savings Reconciliation. Discussion ensued and committee members received clarification of the data presented.
 - b. It was suggested that the information could be put in a more understandable format to include the following elements:
 - i. Number of employees who took SRP
 - ii. The proposed replacements for those employees
 - iii. The actual replacements hired
 - iv. Status of where the district is toward its targeted savings
 - c. Mr. Martinez committed to having this update presented to District Council on a quarterly basis. The first presentation will be on the January 31, 2022 agenda.

5. SRP Savings Reconciliation
 - a. Discussion of this item was included in item #4 above.

6. Approval of Human Resources Items
 - a. Job Description – Web Designer: it was moved by Ms. Edwards, seconded by Ms. Ingram, by roll call vote, the motion carried unanimously to approve the job description.
 - b. Job Description – Cloud Computing Specialist: it was moved by Mr. Rutan, seconded by Ms. Zarske and, by roll call vote, the motion carried unanimously to approve the job description.
 - c. Reorg #1245 – DO/SAC/Acad Affairs Human Services/Technology: it was moved by Dr. Flores, seconded by Ms. Ingram and, by roll call vote, carried unanimously to approve Reorg #1245.

7. Administrative Regulations

- a. AR 3300 Public Records – it was moved by Dr. Ralston, seconded by Mr. Rutan and, by roll call vote, carried unanimously to approve revisions to AR 3300 as presented. Mr. Isbell and Ms. Martin left the meeting early and were not present for the vote.

8. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)
Ms. Nga Pham reported on the November 17, 2021 meeting.
- b. Human Resources Committee (HRC)
Mr. Hou reported on the November 10, 2021 meeting. The next meeting will be held on December 8, 2021.
- c. Fiscal Resources Committee (FRC)
Ms. Ingram reported on the November 17, 2021 meeting.
- d. Physical Resources Committee (PRC)
Ms. Ingram reported on the November 3, 2021 meeting.
- e. Technology Advisory Group (TAG)
Mr. Gonzalez reported on the December 2, 2021 meeting. The next meeting will be held on February 3, 2022.

9. Constituent Representative Reports

- a. Academic Senate/SAC: Mr. Isbell had to leave the meeting early for another meeting, so there was no report.
- b. Academic Senate/SCC: Mr. Rutan reported on the activities of the SCC Academic Senate.
- c. CSEA: Ms. Edwards provided an update on CSEA activities.
- d. Student Government/SAC: Mr. Luna reported on the activities of the SAC ASG.
- e. Student Government/SCC: No report.

Next Meeting: The next meeting will be held on Monday, December 6, 2021.

Meeting Adjourned: 3:14 p.m.

Approved: January 31, 2022

PRINCIPAL PEOPLE AND CULTURE BUSINESS PARTNER

JOB DESCRIPTION

POSITION OVERVIEW

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

REPRESENTATIVE DUTIES

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

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing people and culture support in a multi-stakeholder organization across multiple locations.
2. Proven ability to define, influence, refine and implement processes, procedures, and policies.

PRINCIPAL PEOPLE AND CULTURE BUSINESS PARTNER

JOB DESCRIPTION – (CONTINUED)

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

Ability to:

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

MINIMUM QUALIFICATIONS

Education and Experience:

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

Board Approved:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # 1268
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 / Education Services / Information Technology Services

Manager/Supervisor: Jesse Gonzalez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Applications Specialist III (Anh Dinh -SRP): \$161,451	Web Designer: \$147,462 - Grade 19
Network Specialist III (Gary Mueller-SRP): \$181,661	Cloud Computing Specialist: \$177,362 - Grade 22

Current annual salary/benefits cost \$ 343,112 Proposed annual salary/benefits cost \$ 325,004

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_678000_54144_2130 (Web Designer); 11_0000_678000_54145_2130 (Cloud Computing)
(Attach necessary budget change forms)

Reason for reorganization:

- Upgrading a Application Specialist III to a Web Designer in order to align job functions correctly.
- In order to modernize the skillsets required to operate with contemporary infrastructure, the cloud computing specialist position is necessary to implement, manage and operate on cloud infrastructure platforms. The Cloud Computing Specialist is considered to be a senior level systems engineer that will contribute to the network teams existing areas of responsibility in addition to managing the districts cloud infrastructure.

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.

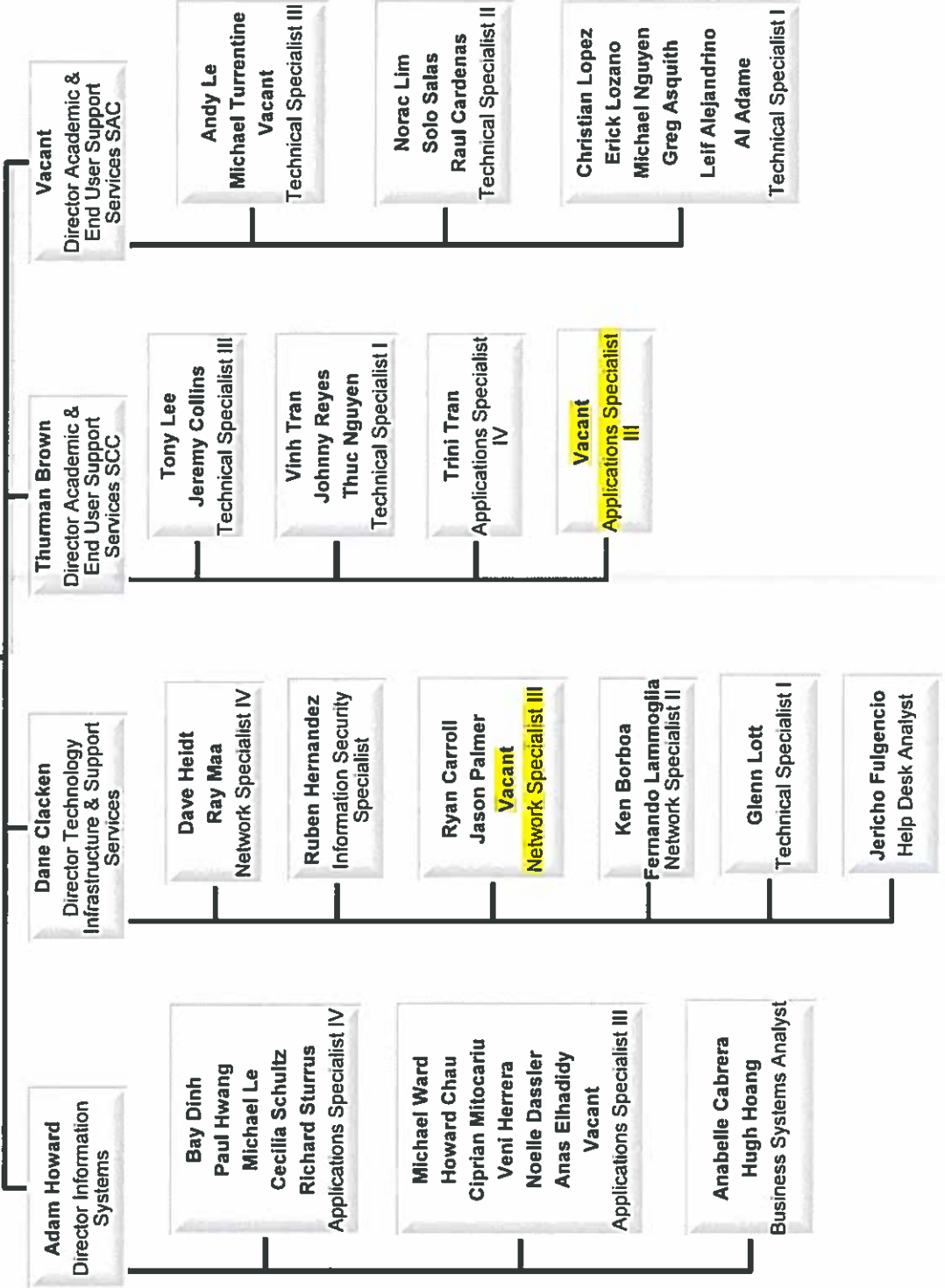
Submitted by (District Cabinet Member): JG Carique Perez Date: _____

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> Alistair Winter (Jan 25, 2022 14:13 PST)	Business Operations & IT Services (Signature/Date): <u>[Signature]</u> Adam O'Connor (Jan 26, 2022 11:12 PST)
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):



Jesse Gonzalez
Assistant Vice Chancellor
Information Technology
Services

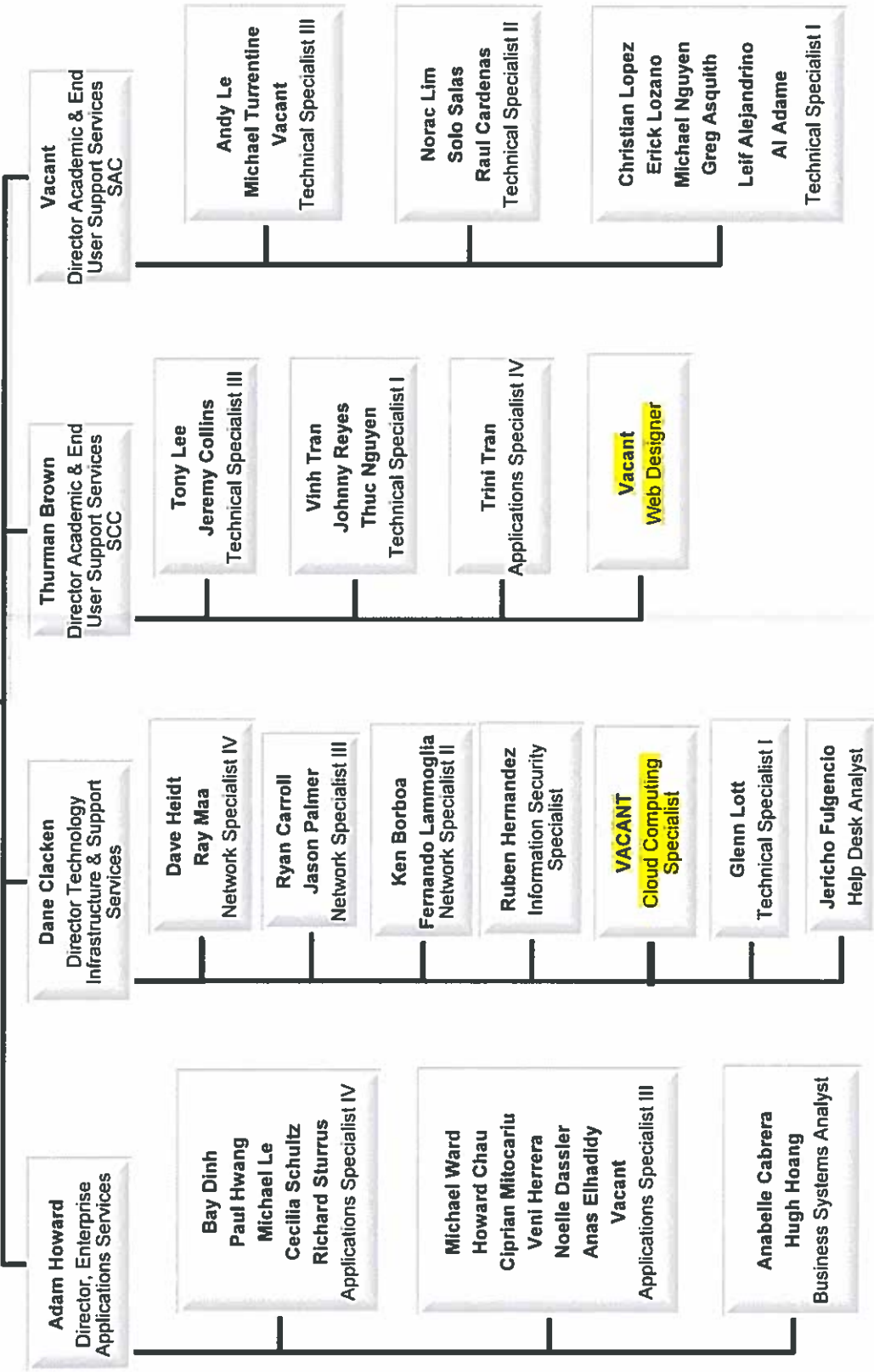
Lynn Nevils
Executive Secretary





Jesse Gonzalez
Assistant Vice Chancellor
Information Technology
Services

Lynn Nevils
Executive Secretary



RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE		PROPOSED CLOUD COMPUTING SPECIALIST		
GRADE & STEP		MONTHLY RATE	NO OF MONTHS	ANNUAL COST
22	3	\$ 9,543.333	12	\$ 114,520.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	26,236.53	
SOCIAL SECURITY	6.200%	7,100.24	
MEDICARE	1.450%	1,660.54	
UNEMPLOYMENT	0.500%	572.60	
WORKERS COMP	1.500%	1,717.80	
ACTIVE RET. INS. COST	2.000%	2,290.40	
TOTAL TAX & BENEFIT COST	34.560%	\$ 39,578.11	\$ 39,578.11
TOTAL SALARY & BENEFIT COST			\$ 154,098.11

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) \$	114,520.00	103.07	
MEDICAL INSURANCE (see below)		21,486.35	
TOTAL INSURANCE COST		21,589.42	\$ 21,589.42

TOTAL COST OF POSITION	\$ 177,362.28
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BENEFITS =	\$ 62,842.28
BENEFIT COST AS A PERCENT OF CONTRACT =	54.87%

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

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE		Proposed Web Designer		
GRADE & STEP		MONTHLY RATE	NO OF MONTHS	ANNUAL COST
19	3	\$ 7,704.000	12	\$ 92,448.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	21,179.84	
SOCIAL SECURITY	6.200%	5,731.78	
MEDICARE	1.450%	1,340.50	
UNEMPLOYMENT	0.500%	462.24	
WORKERS COMP	1.500%	1,386.72	
ACTIVE RET. INS. COST	2.000%	1,848.96	
TOTAL TAX & BENEFIT COST	34.560%	\$ 31,950.04	\$ 31,950.04
TOTAL SALARY & BENEFIT COST			\$ 124,398.04

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)	\$ 92,448.00	83.20	
MEDICAL INSURANCE (see below)		21,486.35	
TOTAL INSURANCE COST		21,569.55	\$ 21,569.55

TOTAL COST OF POSITION	\$ 147,642.34
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BENEFITS =	\$ 55,194.34
BENEFIT COST AS A PERCENT OF CONTRACT =	59.70%

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 SS FOR H&W

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Anh Dinh		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
+2500 in PG	\$ 9,144.750	12	\$ 109,737.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	23.000%	25,239.51	
SOCIAL SECURITY	6.200%	6,803.69	
MEDICARE	1.450%	1,591.19	
UNEMPLOYMENT	0.050%	54.87	
WORKERS COMP	1.500%	1,646.06	
ACTIVE RET. INS. COST	2.000%	2,194.74	
TOTAL TAX & BENEFIT COST	34.200%	\$ 37,530.06	\$ 37,530.06
TOTAL SALARY & BENEFIT COST			\$ 147,267.06

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	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.200%	\$ 1,668.00	\$ 1,668.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 109,737.00	98.76	
MEDICAL INSURANCE (see below)		12,417.36	
TOTAL INSURANCE COST		12,516.12	\$ 12,516.12

TOTAL COST OF POSITION	\$ 161,451.18
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BENEFITS =	\$ 51,714.18
BENEFIT COST AS A PERCENT OF CONTRACT =	47.13%

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 SS FOR H&W

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Gary Mueller		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
+1500 in PG	\$ 9,561.833	12	\$ 114,742.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	23.000%	26,390.66	
SOCIAL SECURITY	6.200%	7,114.00	
MEDICARE	1.450%	1,663.76	
UNEMPLOYMENT	0.050%	57.37	
WORKERS COMP	1.500%	1,721.13	
ACTIVE RET. INS. COST	2.000%	2,294.84	
TOTAL TAX & BENEFIT COST	34.200%	\$ 39,241.76	\$ 39,241.76
TOTAL SALARY & BENEFIT COST			\$ 153,983.76

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	1.500%	22.50	
ACTIVE RET. INS. COST	2.000%	30.00	
TOTAL FRINGE BENEFIT COST	11.200%	\$ 1,668.00	\$ 1,668.00

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 114,742.00	103.27	
MEDICAL INSURANCE (see below)		25,905.48	
TOTAL INSURANCE COST		26,008.75	\$ 26,008.75

TOTAL COST OF POSITION	\$ 181,660.51
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BENEFITS =	\$ 66,918.51
BENEFIT COST AS A PERCENT OF CONTRACT =	58.32%

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

**CLOUD COMPUTING SPECIALIST
JOB DESCRIPTION**

CLASS SUMMARY

Under **minimum** direction, primarily responsible for all Infrastructure as a Service (IaaS) and Platform as a Service (PaaS) cloud platform resources districtwide. This includes but is not limited to the IaaS/PaaS infrastructure architecture, DevOps application standards, and cloud infrastructure security. Responsible for designing and deploying cloud and on-premise resources securely to support institutional operations. Serves as a liaison between the application development and network infrastructure teams to establish standards during resource migration, development and operations on all IaaS and PaaS cloud platforms. Assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Designs, develops and implements cloud-based solutions using private and public cloud platforms; provisions, operates and manages distributed applications and infrastructure resources using IaaS and PaaS cloud platforms along with on-premise infrastructure; implements and manages delivery systems, provisions security controls, administers governance and compliance validation; defines and deploys monitoring utilities, tracks performance metrics and logging systems; provides ongoing maintenance of operational systems; develops Infrastructure as Code scripts for infrastructure design and security, configuration management, continuous integration, continuous deployment as well as performance monitoring and tuning; incorporates automation of infrastructure through the use of cloud orchestration software, containerization, cluster management technologies and high level use of object-oriented programming languages; works with other technical professionals to develop standards and implement best practices as it relates to on-premise, public and private IaaS and PaaS cloud platforms; responsible for high availability, business continuity, costing, deployment management, network design, data storage, security, scalability, elasticity, migration, and hybrid architecture for all cloud platforms.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager Information Technology Services supervisor or administrator.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field and four years of progressively responsible experience in cloud infrastructure administration, development, and/or programming responsibilities. Experience may be substituted for education.

**CLOUD COMPUTING SPECIALIST
JOB DESCRIPTION – CONTINUED**

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Thorough understanding of current and emerging IaaS and PaaS cloud technologies, DevOps engineering and Continuous Integration/Continuous Delivery framework. Knowledge of multi-tier application architectures: load balancers, caching, web servers, application servers, databases, and networking. Working knowledge of one or more high-level object-oriented programming languages; modern server and desktop operating system administration; modern scripting languages. Understanding of deployment techniques and tools in a distributed environment; topics such as high availability and business continuity, costing, deployment management, network design, data storage, security, scalability, elasticity, cloud migration, and hybrid architecture; Software as a Service (SaaS), security, network design and development and/or programming; information security regulations such as FERPA, HIPAA and PCI. Industry standard certifications on Cloud technologies, modern server operating systems or computer networking are highly desirable.

Ability to: provide leadership and technical guidance to the district on architectural best practices throughout IaaS and PaaS cloud platform projects; identify and gather requirements, plan, lead, coordinate and conduct major projects or phases of projects; apply independent technical judgment to complex technical situations; coordinate schedules and resources with systems and network technicians, end users, enterprise applications and other technical services staff; diagnose and quickly respond to and resolve security issues and understand reasons for systems failures; maintain current knowledge of technological advances in the IaaS and PaaS cloud computing and related fields. Capability to maintain records, prepare reports, prioritize and schedule work; analyze situations accurately and adopt an effective course of action; work independently with little direction and support the district's efforts in securing information or electronic assets and enforcing directives as mandated by regulations and state and federal law. Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students and staff. Ability to establish and maintain effective and cooperative working relationships with members of the user community and Information Technology personnel while exhibiting tact, patience, and diplomacy. Exhibit proficiency in clear and concise verbal and written communication.

Physical Requirements: This position requires the ability to use computer workstations throughout the workday.

Board Approved: December 13, 2021

**WEB DESIGNER
JOB DESCRIPTION**

CLASS SUMMARY

Under minimum direction, applies user interface/experience principles to design, maintain, and modify websites and related content to ensure that they are easy to understand, navigate and use; implements web-based systems, content management systems and strategies related to internal and external websites in adherence with design standards and specifications; provides support, training, and service to content editors. May collaborate with marketing and publications teams in their digital marketing and publication efforts. Assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Conceptualizes and implements engaging, intuitive, and user-friendly website designs to enhance user experience and advance marketing and public relations' initiatives; develops, designs and optimizes visual imagery, creates original graphics and icons for digital marketing efforts and websites that adhere to branding standards; may design marketing landing pages and provide layout and editing assistance for departmental web pages; provides first-level technical support for websites and content management interfaces; teaches web skills and trains content editors, owners and authors on accessibility standards; serves as liaison with graphic artists and vendors in the design and development of websites and web campaigns; ensures websites meet Web Content Accessibility Guidelines (WCAG); uses accessibility testing tools to identify and resolve accessibility issues; designs and maintains site architecture, navigational user interfaces and structures, pages and tools; recommends configuration standards; determines and implements design parameters, style guides and visual standards; incorporates graphic user interface (GUI) features on websites; converts submitted materials to web documents, creates product graphic sketches, designs and copies layouts for online content as required; may determine size and arrangement of illustrative material, size and style of type and arrange layout based upon available space; publishes content to the web; enables content owner editing options and provides oversight on the design of web pages; coordinates with site content owners, authors and contributors to design and deliver website structures, creative concepts, and visual displays for websites and digital marketing efforts; presents a consistent visual image on the web by establishing and maintaining design guidelines, standards and best practices, including coding and maintenance using HTML, CSS, responsive design, modern coding languages, image archives and other modern coding technologies as appropriate; collaborates with the marketing team in search engine optimization (SEO), web forms, chat features and other functions that enhance user experience; communicates design ideas using process flows, site maps, and wireframes; coordinates as appropriate with back-end developers to ensure web and application logic is properly integrated; promotes file-naming standards so published files can be migrated to multiple platforms; collaborates with other web support and ITS staff to improve the effectiveness and efficiency of websites and content management system.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated Information Technology Services supervisor or administrator.

WEB DESIGNER
JOB DESCRIPTION - CONTINUED

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree in Information Technology, Computer Science, or related field and four years of increasingly responsible experience in web design and maintenance. Experience may be substituted for education.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Knowledge of: principles and applications of website design, including site responsiveness, web browsing and enhancement tools and applications, contemporary web authoring tools, web scripting languages, web server functions, configuration tools and procedures. Understanding of web-based and Content Management Systems; methods and techniques of editing, publishing, granting access and modifying web content; cross browser compatibility and cross platform issues. Knowledge of the principles of graphic layout, web design, color, typography, search engine optimization (SEO), User Experience and User Interface (UX/UI) design, accessibility, ADA requirements and Web Content Accessibility Guidelines (WCAG). Understanding of modern computer graphics design, video, multimedia and animation tools for web and mobile design, layout and aesthetic design principles; excellent English usage, grammar, spelling, punctuation and vocabulary.

Ability to: design, implement, and maintain a Content Management System; create and maintain both static and database driven web pages; ensure that applicable standards such as HTML validity and link liveliness are met; collaborate with management and team members to implement new website design projects; promote the proper use of HTML, CSS, responsive design and modern coding languages; ensure web pages have a consistent interface across multiple platforms; maintain ongoing design for multiple websites using templates, artwork, design standards and content management systems; utilize enterprise graphic design software and other visual design tools; translate institutional objectives into web solutions. Capability to effectively communicate creative ideas; plan, organize and execute work independently and lead projects to completion within established timelines; understand user interface issues; operate and use multi-platform personal computers; attend training and keep abreast of web developing standards; compile and maintain a Frequently Asked Questions (FAQ) page as required. Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students and staff. Ability to establish and maintain effective and cooperative working relationships with members of the user community and Information Technology personnel while exhibiting tact, patience, and diplomacy. Exhibit proficiency in clear and concise verbal and written communication.

Physical Requirements: Ability to use a computer workstation throughout the workday.

Signature: 

Email: gonzalez_jesse@rscdd.edu

Signature:

Email: gerard_debra@rscdd.edu

Signature:

Email: winter_alistair@rscdd.edu

Signature: 
Thao Nguyen (Jan 25, 2022 14:23 PST)

Email: Nguyen_Thao@rscdd.edu

Signature:

Email: gerard_debra@rscdd.edu

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

Number # 1269
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 - Human Resources

Manager/Supervisor: Cheng Yu Hou

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
None	(2) Principal, People & Culture Business Partner, Grade K

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 334,164.82

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): 11-0000-673000-53110-2120

(Attach necessary budget change forms)

Reason for reorganization:

The reorganization is reflective of the urgent needs in continuous increase in faculty/classified/adjuncts/short-term hiring and onboarding processes. The reorganization will ensure the continuity of organization/workforce planning.

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): 

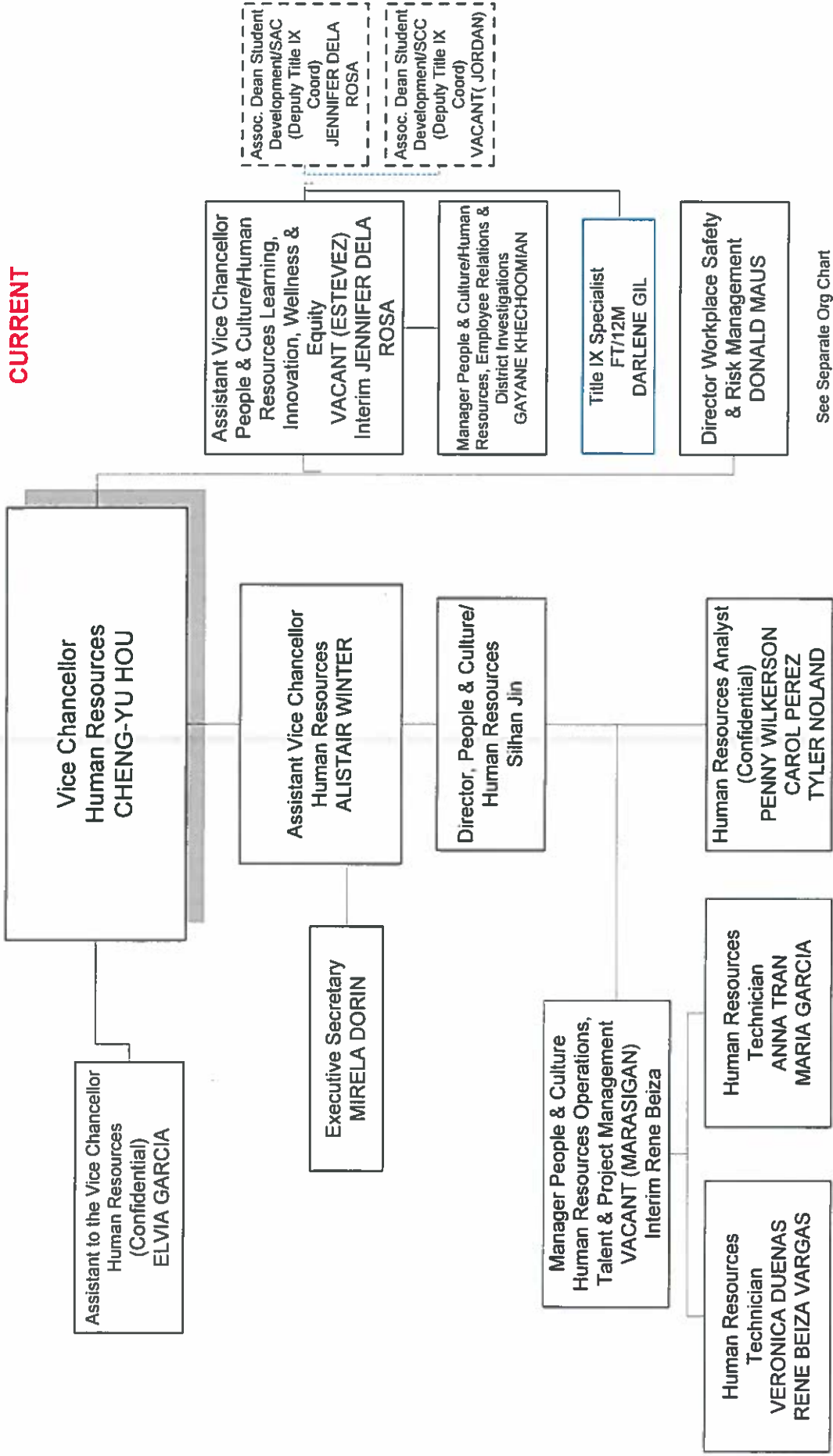
Date: 1/26/22

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u> 1/26/22</u>	Business Operations & Fiscal Services (Signature/Date):
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Rancho Santiago Community College District

HUMAN RESOURCES DEPARTMENT

CURRENT

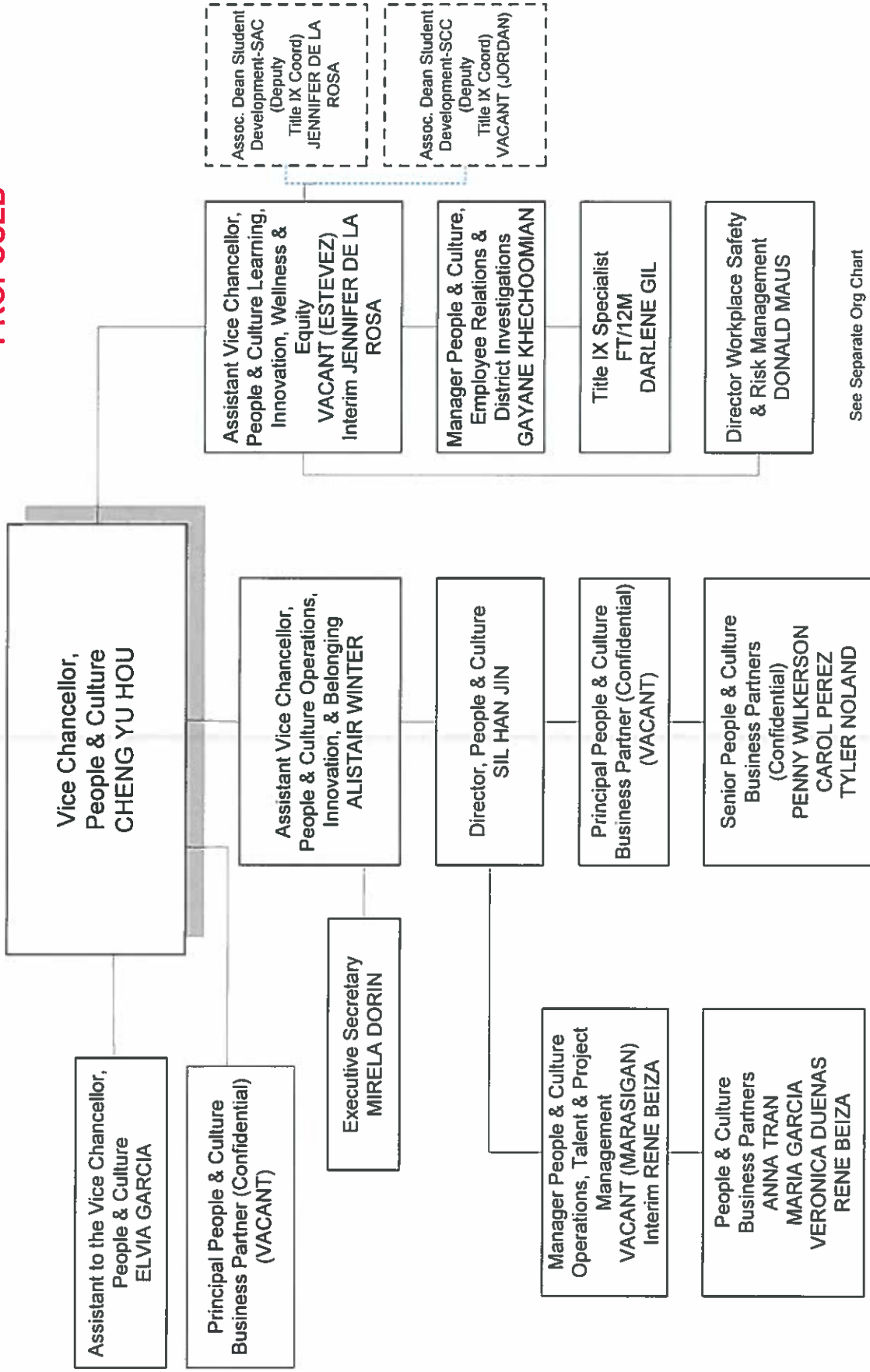


See Separate Org Chart

Rancho Santiago Community College District

PEOPLE & CULTURE DEPARTMENT

PROPOSED



See Separate Org Chart

RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Principal People & Culture Business Partner		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade K, Step 4	\$ 8,578.717	12	\$ 102,944.61

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	23,584.61	
SOCIAL SECURITY	6.200%	6,382.57	
MEDICARE	1.450%	1,492.70	
UNEMPLOYMENT	0.500%	514.72	
WORKERS COMP	1.500%	1,544.17	
ACTIVE RET. INS. COST	2.000%	2,058.89	
TOTAL TAX & BENEFIT COST	34.560%	\$ 35,577.66	\$ 35,577.66
TOTAL SALARY & BENEFIT COST			\$ 138,522.27

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	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	2.000%	66.40	
TOTAL FRINGE BENEFIT COST	11.650%	\$ 3,706.78	\$ 3,706.78

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 102,944.61	92.65	
MEDICAL INSURANCE (see below)		24,760.71	
TOTAL INSURANCE COST		24,853.36	\$ 24,853.36

TOTAL COST OF POSITION	\$ 167,082.41
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BENEFITS =	\$ 64,137.80
BENEFIT COST AS A PERCENT OF CONTRACT =	62.30%

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 SS FOR H&W

PRINCIPAL PEOPLE AND CULTURE BUSINESS PARTNER

JOB DESCRIPTION

POSITION OVERVIEW

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

REPRESENTATIVE DUTIES

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

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing people and culture support in a multi-stakeholder organization across multiple locations.
2. Proven ability to define, influence, refine and implement processes, procedures, and policies.

PRINCIPAL PEOPLE AND CULTURE BUSINESS PARTNER
JOB DESCRIPTION – (CONTINUED)

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

Ability to:

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

MINIMUM QUALIFICATIONS

Education and Experience:

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

Board Approved:

Signature:

Email: Nguyen_Thao@rscdd.edu

Signature:

Email: gerard_debra@rscdd.edu

Signature:

Email: gerard_debra@rscdd.edu
