

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # _____
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: CEC/Continuing Education

Manager/Supervisor: Dr. James Kennedy

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	A&R Technology Specialist (New) (11-0000-620000-18100-2130) 100%
A&R Specialist III	A&R Specialist Senior- plus BIL (11_2490_620000_18100_2130) 82% (12_1102_620000_18100_2130) 18%
A&R Specialist II BIL	A&R Specialist Senior - BIL (12_1102_620000_18100_2130) 50% (12_1106_620000_18100_2130) 50%
Admissions Assistant (0.475) BIL	A&R Specialist I (0.475) BIL (12_1102_620000_18100_2310) 100%
A&R Specialist I	Administrative Clerk plus BIL (11_2490_620000_18100_2130) 82% (12_1102_620000_18100_2130) 18%
A&R Specialist II (SRP)	Administrative Clerk plus BIL (11_2490_620000_18100_2130) 70% (12_1102_620000_18100_2130) 30%
A&R Specialist I BIL	Administrative Clerk -BIL (11_2490_620000_18100_2130) 100%
A&R Specialist II BIL	Administrative Clerk - BIL (12_1102_620000_18100_2130) 100%
A&R Specialist I BIL	Administrative Clerk -BIL (11_2490_620000_18100_2130)50% (12_1102_620000_18100_2130) 50%
A&R Specialist I BIL	Administrative Clerk -BIL (11_2490_620000_18100_2130) 100%
A&R Specialist I BIL	Administrative Clerk -BIL (11_2490_620000_18100_2130) 70% (12_1102_620000_18100_2130) 30%
A&R Specialist I BIL(vacant/unfunded)	Administrative Clerk -BIL (11_2490_620000_1810_2130) 100%
A&R Specialist I (vacant/unfunded)	Administrative Clerk plus BIL (11_2490_620000_1810_2130) 100%

Current annual salary/benefits cost \$ 858,871.79 Proposed annual salary/benefits cost \$ 1,376,745.14

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): see chart above.

(Attach necessary budget change forms)

Reason for reorganization:

The School of Continuing Education is in the process of restructuring after the pilot program with the Division of Continuing Education at Santiago Canyon College. In addition, The School of Continuing Education has seen significant growth in both FTES and headcount. In order to best serve our current and prospective students, as well as ensure future growth, modifications are needed to our overall institutional structure.

Additional Documentation: [Program Review](#)

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.

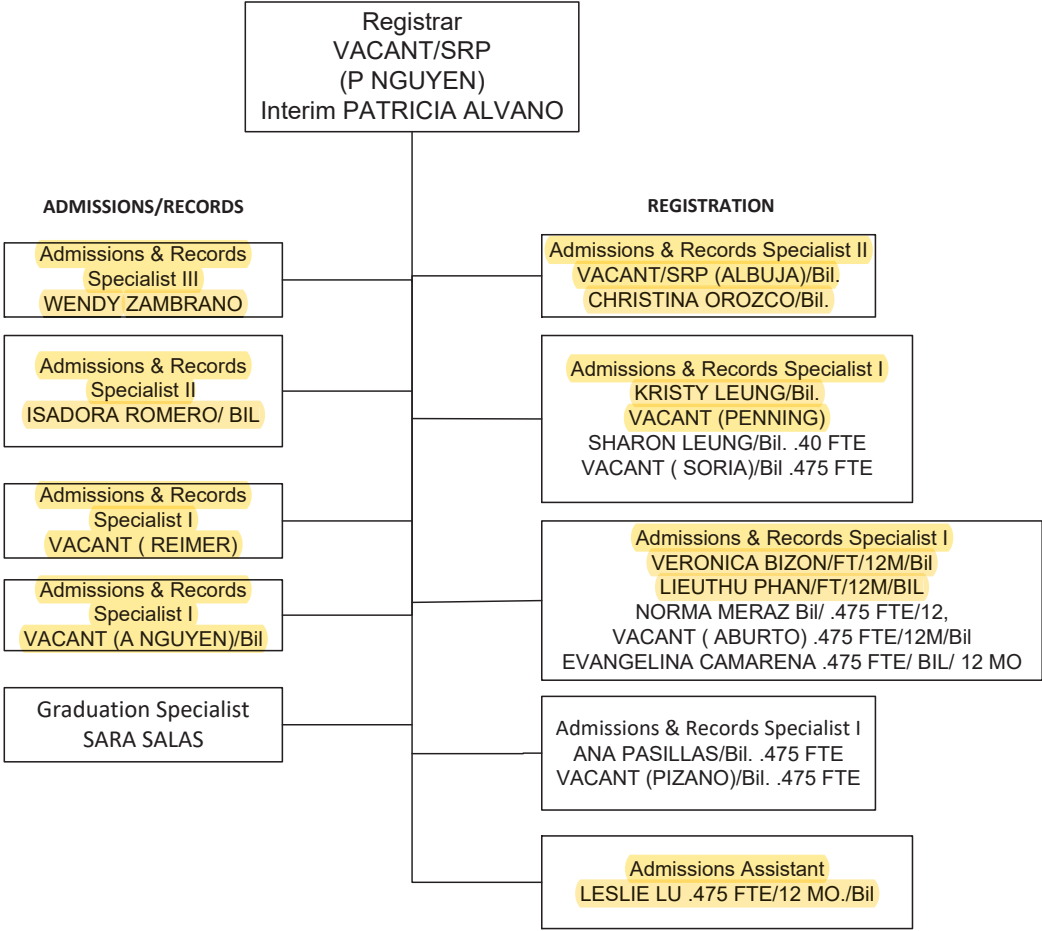
Does this change affect more than one department/division? No Yes If yes, please explain below.

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

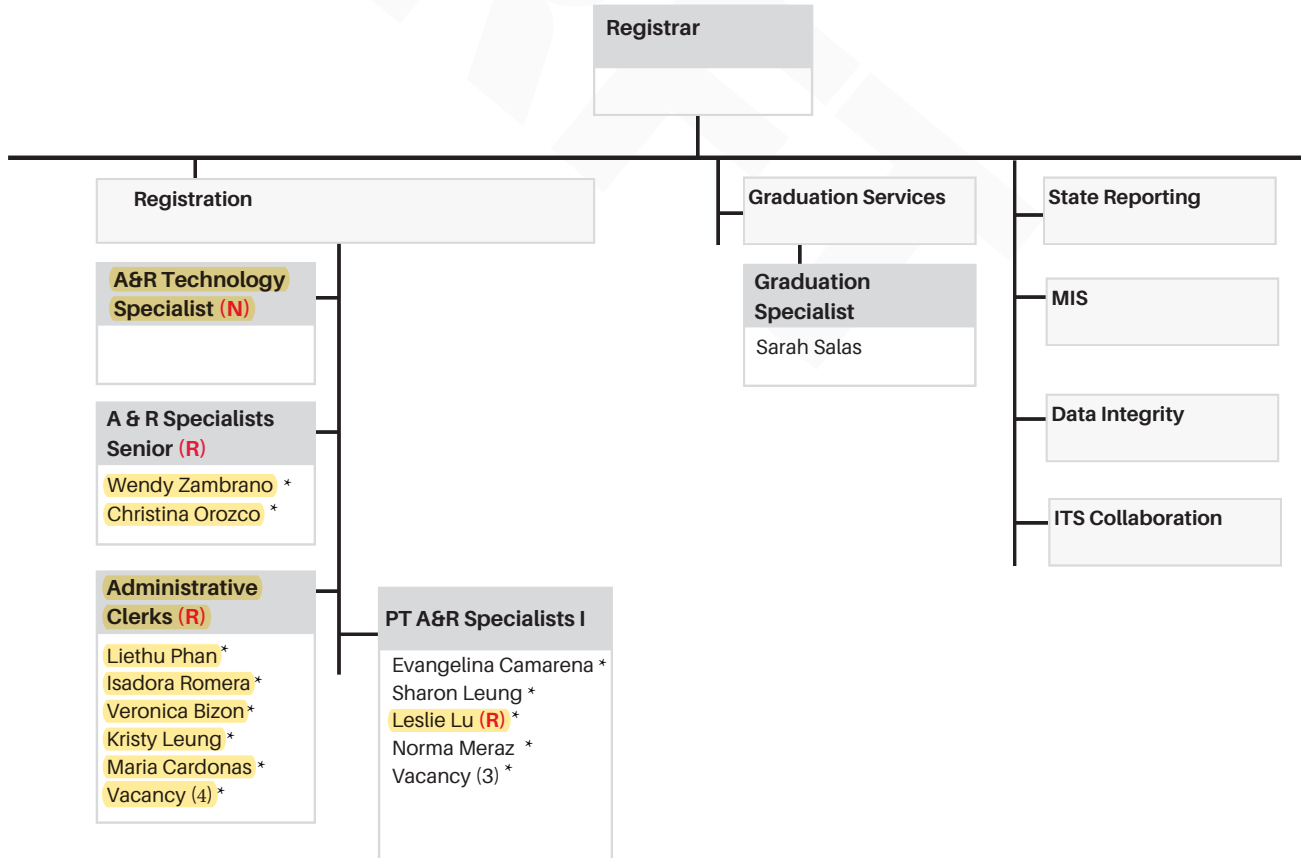
Submitted by (*District Cabinet Member*): _____ Date: _____

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
SANTA ANA COLLEGE
SCHOOL OF CONTINUING EDUCATION



Tier 2



*asterisk denotes bilingual stipend for position

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Admissions and Records Specialist Senior- Zambrano, Wendy		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 11 Step 6 Plus 2.5% Bilingual	\$ 6,123.900	12	\$ 73,486.80

Salary 71,694.44 2.5% 1792.361

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	18,643.60	
SOCIAL SECURITY	6.200%	4,556.18	
MEDICARE	1.450%	1,065.56	
UNEMPLOYMENT	0.500%	367.43	
WORKERS COMP	1.500%	1,102.30	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 25,735.07	\$ 25,735.07
TOTAL SALARY & BENEFIT COST			\$ 99,221.87

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	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 73,486.80	66.14
MEDICAL INSURANCE (see below)		14,709.00
TOTAL INSURANCE COST		14,775.14
		\$ 14,775.14

TOTAL COST OF POSITION	\$ 115,641.76
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BENEFITS =	\$ 42,154.96
BENEFIT COST AS A PERCENT OF CONTRACT =	57.36%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

RSCCD

2022-2023 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 3 + 2.5% Bil (Vacant Reimer & Albuja)	\$ 5,064.341	12	\$ 60,772.10

Salary 59,289.85 2.5% 1482.246

(Vacant Penning & Nguyen)

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	15,417.88	
SOCIAL SECURITY	6.200%	3,767.87	
MEDICARE	1.450%	881.20	
UNEMPLOYMENT	0.500%	303.86	
WORKERS COMP	1.500%	911.58	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 21,282.39	\$ 21,282.39
TOTAL SALARY & BENEFIT COST			\$ 82,054.49

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	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 60,772.10	54.69	
MEDICAL INSURANCE (see below)		22,174.93	
TOTAL INSURANCE COST		22,229.62	\$ 22,229.62

TOTAL COST OF POSITION	\$ 105,928.86
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BENEFITS =	\$ 45,156.76
BENEFIT COST AS A PERCENT OF CONTRACT =	74.31%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

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2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	A&R Technology Specialist		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 15 Step 3	\$ 6,359.991	12	\$ 76,319.89

Salary 76,319.89 0% 0

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	19,362.36	
SOCIAL SECURITY	6.200%	4,731.83	
MEDICARE	1.450%	1,106.64	
UNEMPLOYMENT	0.500%	381.60	
WORKERS COMP	1.500%	1,144.80	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 26,727.23	\$ 26,727.23
TOTAL SALARY & BENEFIT COST			\$ 103,047.12

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	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 76,319.89	68.69
MEDICAL INSURANCE (see below)		22,174.93
TOTAL INSURANCE COST		22,243.62

TOTAL COST OF POSITION	\$ 126,935.49
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BENEFITS =	\$ 50,615.60
BENEFIT COST AS A PERCENT OF CONTRACT =	66.32%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Admissions and Records Specialist Senior- Orozco, Christina		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 11 Step 5 + 7.5% Longevity + 2.5% BIL	\$ 6,259.179	12	\$ 75,110.15

Salary 68,281.95 10.0% 6828.195

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	19,055.44	
SOCIAL SECURITY	6.200%	4,656.83	
MEDICARE	1.450%	1,089.10	
UNEMPLOYMENT	0.500%	375.55	
WORKERS COMP	1.500%	1,126.65	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 26,303.57	\$ 26,303.57
TOTAL SALARY & BENEFIT COST			\$ 101,413.72

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	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 75,110.15	67.60
MEDICAL INSURANCE (see below)		29,426.00
TOTAL INSURANCE COST		29,493.60

TOTAL COST OF POSITION	\$ 132,552.07
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BENEFITS =	\$ 57,441.92
BENEFIT COST AS A PERCENT OF CONTRACT =	76.48%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

RSCCD

2022-2023 Cost of Position

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

POSITION TITLE	Admissions and Records Specialist I- Lu, Leslie		
GRADE & STEP			ANNUAL COST
Grade 6 Step 1 + 2.5% BIL	\$	-	\$ 22,117.37

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PARS or PERS (see below)	25.370%	5,611.18	
MEDICARE	1.450%	320.70	
UNEMPLOYMENT	0.500%	110.59	
WORKERS COMP	1.500%	331.76	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	28.820%	\$ 7,745.51	\$ 7,745.51
TOTAL SALARY & BENEFIT COST			\$ 29,862.88
TOTAL COST OF POSITION			\$ 29,862.88

BENEFITS =	\$ 7,745.51
BENEFIT COST AS A PERCENT OF CONTRACT =	35.02%

PERS	25.370%	5,611.18
Soc. Sec.	6.200%	1,371.28

Some part-time classified are members of PERS and would then have PERS of 25.37% and Soc. Sec. of 6.2% instead of PARS of 1.3 %

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Administrative Clerk- Romero, Isadora		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 10 Step 6 + 5% Longevity +2.5 BIL	\$ 6,145.903	12	\$ 73,750.84

Salary

68,605.43

8% 5145.407

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	18,710.59	
SOCIAL SECURITY	6.200%	4,572.55	
MEDICARE	1.450%	1,069.39	
UNEMPLOYMENT	0.500%	368.75	
WORKERS COMP	1.500%	1,106.26	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 25,827.54	\$ 25,827.54
TOTAL SALARY & BENEFIT COST			\$ 99,578.38

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	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 73,750.84	66.38
MEDICAL INSURANCE (see below)		24,305.00
TOTAL INSURANCE COST		24,371.38

TOTAL COST OF POSITION	\$ 125,594.51
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BENEFITS =	\$ 51,843.67
BENEFIT COST AS A PERCENT OF CONTRACT =	70.30%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Administrative Clerk- Bizon, Veronica		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 10 Step 4 + 7.5% Longevity +2.5% BIL	\$ 5,706.201	12	\$ 68,474.42

Salary 62,249.47 10.0% 6224.947

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	17,371.96	
SOCIAL SECURITY	6.200%	4,245.41	
MEDICARE	1.450%	992.88	
UNEMPLOYMENT	0.500%	342.37	
WORKERS COMP	1.500%	1,027.12	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 23,979.74	\$ 23,979.74
TOTAL SALARY & BENEFIT COST			\$ 92,454.16

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	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 68,474.42	61.63
MEDICAL INSURANCE (see below)		14,708.00
TOTAL INSURANCE COST		14,769.63

TOTAL COST OF POSITION	\$ 108,868.54
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BENEFITS =	\$ 40,394.12
BENEFIT COST AS A PERCENT OF CONTRACT =	58.99%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Administrative Clerk- Leung, Kristy		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 10 Step 4 + 10% Longevity + 2.5% BIL	\$ 5,835.888	12	\$ 70,030.65

Salary

62,249.47

13% 7781.184

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	17,766.78	
SOCIAL SECURITY	6.200%	4,341.90	
MEDICARE	1.450%	1,015.44	
UNEMPLOYMENT	0.500%	350.15	
WORKERS COMP	1.500%	1,050.46	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 24,524.73	\$ 24,524.73
TOTAL SALARY & BENEFIT COST			\$ 94,555.38

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	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 70,030.65	63.03	
MEDICAL INSURANCE (see below)		14,709.00	
TOTAL INSURANCE COST		14,772.03	\$ 14,772.03

TOTAL COST OF POSITION	\$ 110,972.16
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BENEFITS =	\$ 40,941.51
BENEFIT COST AS A PERCENT OF CONTRACT =	58.46%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Administrative Clerk- Cardenas, Maria		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 10 Step 2 + 2.5% BIL	\$ 4,822.589	12	\$ 57,871.07

Salary 56,459.58 3% 1411.49

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	14,681.89	
SOCIAL SECURITY	6.200%	3,588.01	
MEDICARE	1.450%	839.13	
UNEMPLOYMENT	0.500%	289.36	
WORKERS COMP	1.500%	868.07	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 20,266.46	\$ 20,266.46
TOTAL SALARY & BENEFIT COST			\$ 78,137.53

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	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 57,871.07	52.08
MEDICAL INSURANCE (see below)		14,708.00
TOTAL INSURANCE COST		14,760.08

TOTAL COST OF POSITION	\$ 94,542.36
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BENEFITS =	\$ 36,671.29
BENEFIT COST AS A PERCENT OF CONTRACT =	63.37%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Administrative Clerk- Phan, Lieuthu		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 10 Step 3 + 2.5% BIL	\$ 5,064.341	12	\$ 60,772.10

Salary

59,289.85

3% 1482.246

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	15,417.88	
SOCIAL SECURITY	6.200%	3,767.87	
MEDICARE	1.450%	881.20	
UNEMPLOYMENT	0.500%	303.86	
WORKERS COMP	1.500%	911.58	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 21,282.39	\$ 21,282.39
TOTAL SALARY & BENEFIT COST			\$ 82,054.49

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	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 1,644.75	\$ 1,644.75

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 60,772.10	54.69	
MEDICAL INSURANCE (see below)		24,306.00	
TOTAL INSURANCE COST		24,360.69	\$ 24,360.69

TOTAL COST OF POSITION	\$ 108,059.93
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BENEFITS =	\$ 47,287.83
BENEFIT COST AS A PERCENT OF CONTRACT =	77.81%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,826.18	AVERAGE
CSEA	Max	35,228.16	22,174.93	AVERAGE

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

ADMISSIONS & RECORDS TECHNOLOGY SPECIALIST

CLASS SUMMARY

Under the general supervision of the Dean of Admissions and Records and/or Registrar, this position works and makes decisions independently. The Admissions & Records Technology Specialist's primary emphasis is on the coordination of all technology software and hardware components within Admissions as well as coordinating and implementing the Student Information System (SIS) upgrades/components and its many technological interfaces. The position is responsible for providing training to staff and faculty on the use of the SIS and Online Records, which includes online applications, online grades, and online records. The position assists the Dean and Registrar with the evaluation, analysis and modification of technical and complex tasks and reports. Lastly, the position coordinates the activities of all Admissions support staff, as well as short-term registration staff.

REPRESENTATIVE DUTIES

ITS/Online Records/GLINK/ (SIS)

- Analyzes and corrects state mandated Management Information System (MIS) reports, as well as 320 apportionment reports.
- Assists the Dean or Registrar with attendance collection and reporting of census data, optical imaging, and the archiving of faculty and student records
- Assists Information Technology Services (ITS) with all A & R requirements needed for Online Records, and implementation and maintenance of a student information system, including optical imaging, online transcript requests and verifications, archiving faculty and student records, and other technology which interfaces with the student database
- Represents A & R user interests for student database in technology-related meetings
- Attends and participate in all user group meetings related to technology
- Coordinates all activities (analysis, testing, training, documentation) associated with a student information system, including ongoing system enhancements and system upgrades.
- Reviews and recommends software modifications in relation to the ongoing maintenance of a student information system
- Assesses and coordinates computer training needs for A & R staff, as well as other departments
- Ensures effective utilization of computer system capabilities by the end users (staff, students, and faculty)
- Trains users (staff and faculty) in the operation of a student information system
- Assists with long-term, technology related planning in A & R for the student database (SIS)
- Develops, implements, coordinates and directs Admission and Records services, particularly online records

ADMISSIONS & RECORDS TECHNOLOGY SPECIALIST cont'd

- Coordinates, edits, and verifies evaluations, rosters, grade functions and online grade reporting

Optical Imaging

- Coordinates project activities related to archiving, optical imaging, and is the liaison for all counseling needs related to the imaging system
- Serves as a liaison with the optical imaging system vendor for system upgrades and troubleshooting.
- Provides operational feedback to ITS on the current imaging system and works with ITS staff to solve the interfacing issues.

Records and College Contacts

- Works directly and consults with vendors that support Admission software, division deans and other directors regarding procedures
- Acts as a resource person, providing technical assistance and policy information to staff and students regarding interpretation of Education Code/Title V regulations and policy
- Serves on college committees related to Admissions and ITS technology issues
- Coordinates census, grade, and roster procedures
- Attends conferences, as needed, to remain current with technology and regulations
- Analyzes and reviews applications, registration and attendance reports for state MIS and 320 apportionment report

Faculty/Staff and Student Involvement

- Schedules, trains and provides work direction to support staff
- Helps resolve student complaints and problems
- Coordinates the distribution of memos/information for all grade-related functions in Admissions, including rosters and attendance forms.

ORGANIZATIONAL RELATIONSHIPS

This classification reports to the designated Administrator/Manager.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

AA degree and three years work experience, or five years of progressive admissions experience, with a major emphasis in technology or online services. Knowledge of online information records systems and A& R technology as it relates to registration, admissions, attendance, grades, archiving, and record keeping is required.

ADMISSIONS & RECORDS TECHNOLOGY SPECIALIST cont'd

Knowledge and Abilities

Understand and provide direction for coordination of A & R technology used for Online Services, online interfaces, and archiving for a two-college system; work cooperatively and independently under the general supervision of the Dean of Admissions and/or the Registrar, and provide technology coordination for an entire admission's staff, computer services, as well as other student services within the district, as well as for college staff; take responsibility and use professional judgment based on established college policies, Education Code statutes and Title 5 regulations; communicate effectively orally and in writing and demonstrate current knowledge of A & R technology in providing high quality services.

ADMISSIONS/RECORDS SPECIALST I

CLASS SUMMARY

Under general supervision, performs a variety of technical duties related to public information, student records, admissions and registration functions, and related activities; performs related duties as required.

REPRESENTATIVE DUTIES

Provides assistance to the public, staff and students; interprets institutional policy and procedures; instructs students in correct admissions and records procedures to complete applications, registration, fee collection, fee refunds, class changes, petitions and related student forms; screens students for admissions requirements and matriculation process; refers students to appropriate testing/counseling area; reviews student records, applications, and other forms for completeness and accuracy; determines residency, processes student transactions using PC and other office equipment; performs a variety of office clerical duties relating to student, instructor and mailing requests; maintains records and files of clerical functions, may direct the work of student workers assisting with work-related functions; assists in training of short-term counter personnel; operates microfilm and auxiliary equipment to preserve student, instructor and other related district documents; utilizes optical imaging equipment; scans and indexes documents to update database; maintains transcript records, including accounts receivable and liens, and records of transcript destinations; corrects admission application and attendance error lists as needed; inputs corrected data on PC; processes outgoing transcripts by fax, mail, electronically, and over the counter; creates and maintains files of past and present requests on both PC and hard copy; processes all requests for catalogs and course descriptions from prior years; prepares and transmits student transcripts/folders to other district offices as requested; performs lock-up procedures at end of day, including securing of file cabinets, cash drawer and vault, and powering off of all equipment; may assist with admissions and guidance correspondence and purchasing requisitions.

ORGANIZATIONAL RELATIONSHIPS

This position reports to designated Administrator/Supervisor.

QUALIFICATIONS GUIDE

Combination of training and/or experience equivalent to high school diploma and one year of general clerical experience, including direct public contact, preferably in college admissions and records.

ADMISSIONS/RECORDS SPECIALST I (continued)

Knowledge and Abilities

Knowledge of: English usage, spelling, grammar, punctuation, vocabulary; arithmetic; public relations; office policies, procedures and equipment.

Ability to: communicate effectively with district employees, students and the public; perform typing and keyboarding tasks accurately; utilize Datatel Colleague software program for related area; follow oral and written directions; establish and maintain effective relationships with students, college personnel, employees and other professional agencies and the public; understand, interpret and explain policies and procedures regarding admissions and records to be released at the counter or over the telephone; file, post and check records.

SENIOR ADMISSIONS/RECORDS SPECIALIST

CLASS SUMMARY

Under direction, coordinates and facilitates the maintenance of admissions and academic records for students and faculty; resolves problems regarding student registration, program changes and records; performs registration duties; serves as liaison with ITS; and performs related duties as required.

REPRESENTATIVE DUTIES

Coordinate, facilitate and assists in planning and organizing procedures, materials and equipment used in the maintenance of student records; direct work of lower level staff; develops work schedules and prioritizes tasks for admissions and records staff; plans, organizes and prepares students pre-enrollment and public registration process and procedures; assists in the development of systems regarding student matriculation, record maintenance, storage, registration, probation, course repetition and evaluation; resolves problems regarding student registration, program changes and records, including auditing, and performs student ID number changes; coordinates the distribution of grade sheets and the corrections of grades on the computer; coordinates the distribution of verification forms, class lists, course prerequisite drop rosters, add notifications, honor and probation lists; coordinates microfilming of records, optical imaging, and record storage; acts as a liaison with the Computer Center to schedule data runs and review programs concerning student records; assists in training and review of clerical personnel and student assistants; may perform the duties of Admissions/Records specialist III, including registration; maintains faculty mail box location list for appropriate distribution of information; acts as a resource person for difficult and unusual problems.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager/administrator. May direct work of other admissions and records staff. This class serves as a liaison with the Computer Center.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to three years of increasingly responsible clerical and records experience, which includes college admissions/records experience with academic records, and experience with information record processing systems.

SENIOR ADMISSIONS/RECORDS SPECIALIST (continued)

Knowledge and Abilities

Good Knowledge of: modern office methods, practices and equipment; English, grammar, spelling, and arithmetic functions; statistical tabulation procedures; record systems.

Knowledge of: rules, regulations, procedures and precedents of the college and relevant federal, state and county regulations that affect the student records function including student registration and registration procedures.

Ability to: perform complex and responsible clerical work with speed and accuracy; able to analyze and resolve problems; compile and maintain accurate records and reports; learn, interpret, and explain rules, regulations, laws and policies affecting areas of responsibility; establish and maintain effective relationships with administrative personnel, faculty, students, and other college personnel; plan and coordinate the work of others; utilize related PC program.

ADMINISTRATIVE CLERK

CLASS SUMMARY

Under direction – performs difficult and specialized clerical work requiring detailed knowledge of a department's procedures, policies, and precedents; supplies information involving facts and interpretations; initiates and completes difficult tasks independently; assumes responsibility for special projects and prepares related reports; assists in research for special reports; may lead and coordinate the work of clerks of a lower grade; assumes responsibilities for execution of projects without close review; interprets rules and procedures in supervisor's absence with supervisor's approval; coordinates clerical work-flow among office staff; prepares complex documents; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Coordinates the processing, recording and filing of a variety of documents involving administrative procedures; maintains cost records and complex attendance or other statistical records; assumes responsibility for a specific clerical function or specialized unit of a department where knowledge of the departmental operation is fundamental and where its impact on the public is substantial; performs technical work requiring a thorough knowledge of departmental policies and procedures; assists in the development of District procedures and policies relative to the assignment; handles difficult and complex public relations; coordinates data for computer input related to continuing and special projects; may perform sub-professional administrative duties as assigned; may lead and coordinate the work of clerical assistants; may maintain schedule or calendar for a number of workers; updates schedules and catalogues; may coordinate office work flow.

ORGANIZATIONAL RELATIONSHIPS

This class reports to designated supervisor or director and may be responsible for determining work flow to lower grade clerks or for resolving factual or procedural questions.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

High school diploma or equivalent and any combination of training and/or experience equivalent to four years of progressively responsible experience in general clerical work including one year in work involving some independent responsibility for a clerical activity.

ADMINISTRATIVE CLERK cont'd

Knowledge and Abilities

Thorough knowledge of: office machines and filing systems; modern office practices and procedures, departmental practices and procedures as well as College rules, regulations, programs and policies; suitable or designated formats for presenting reports.

Ability to: make decisions in accordance with laws, ordinances, regulations and established procedures of the department; establish and maintain effective public relations; prepare accurate financial and statistical reports; operate office equipment including, personal computer terminal and a variety of word processing/business applications.

Skills: Must complete keyboarding, clerical (filing and checking) and software skills evaluation. Screening Committee will use results as one of the selection criteria.