

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: _____

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:

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.

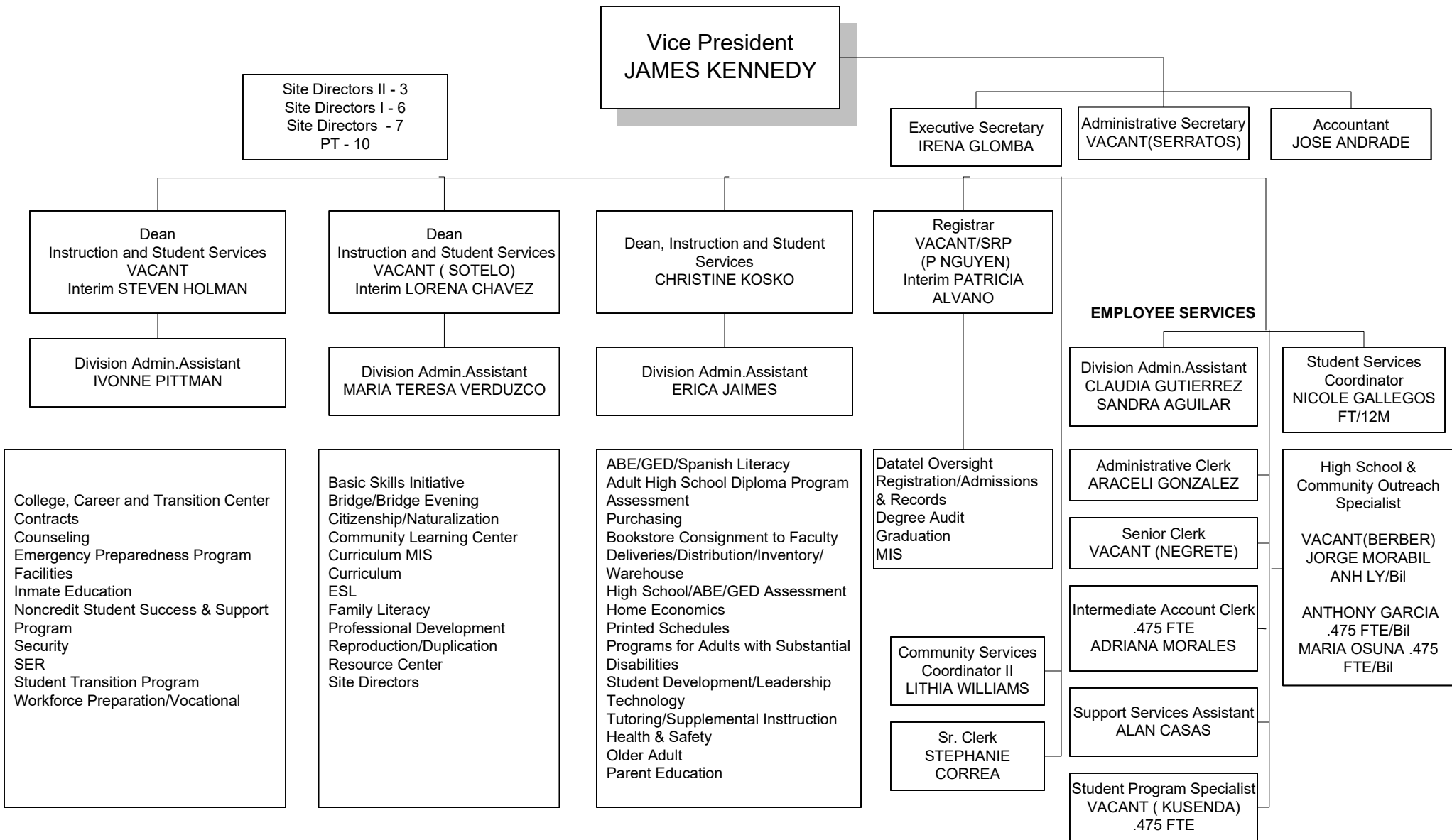
Does this change affect more than one department/division? No ___ Yes ___ If yes, please explain below.

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**

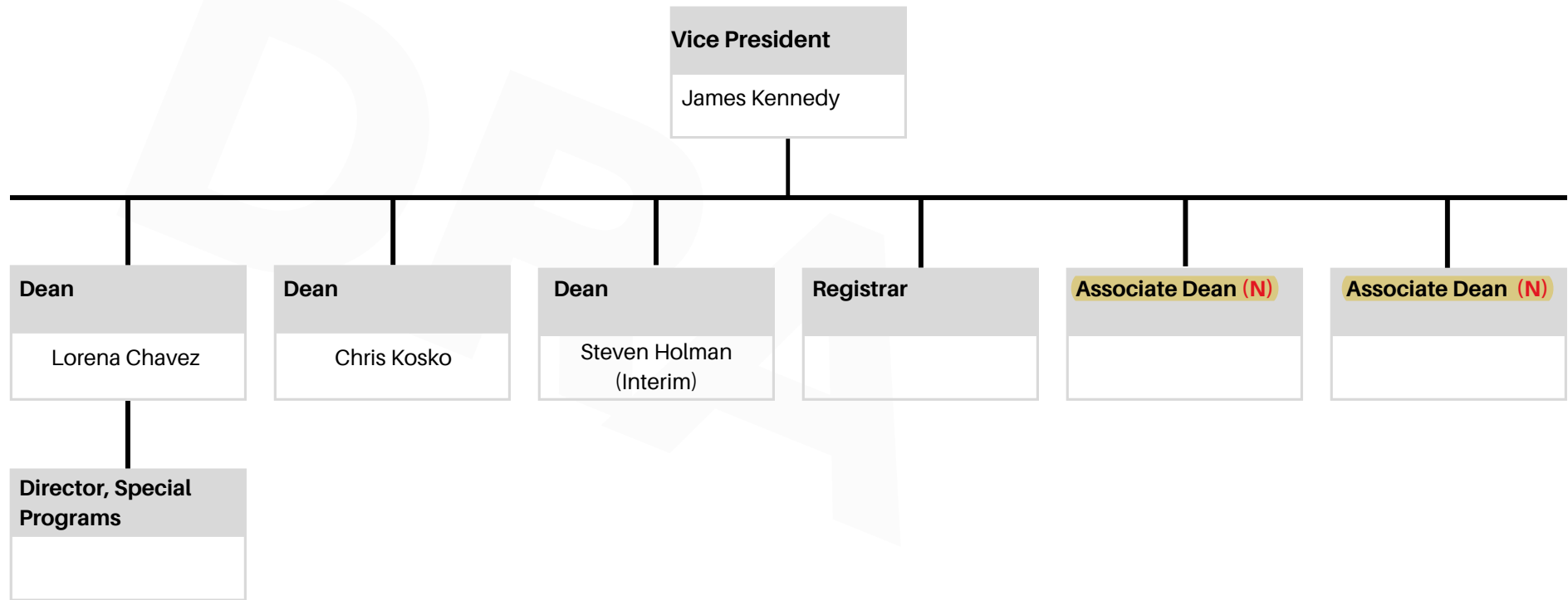


Continuing Education Proposed Organizational Chart



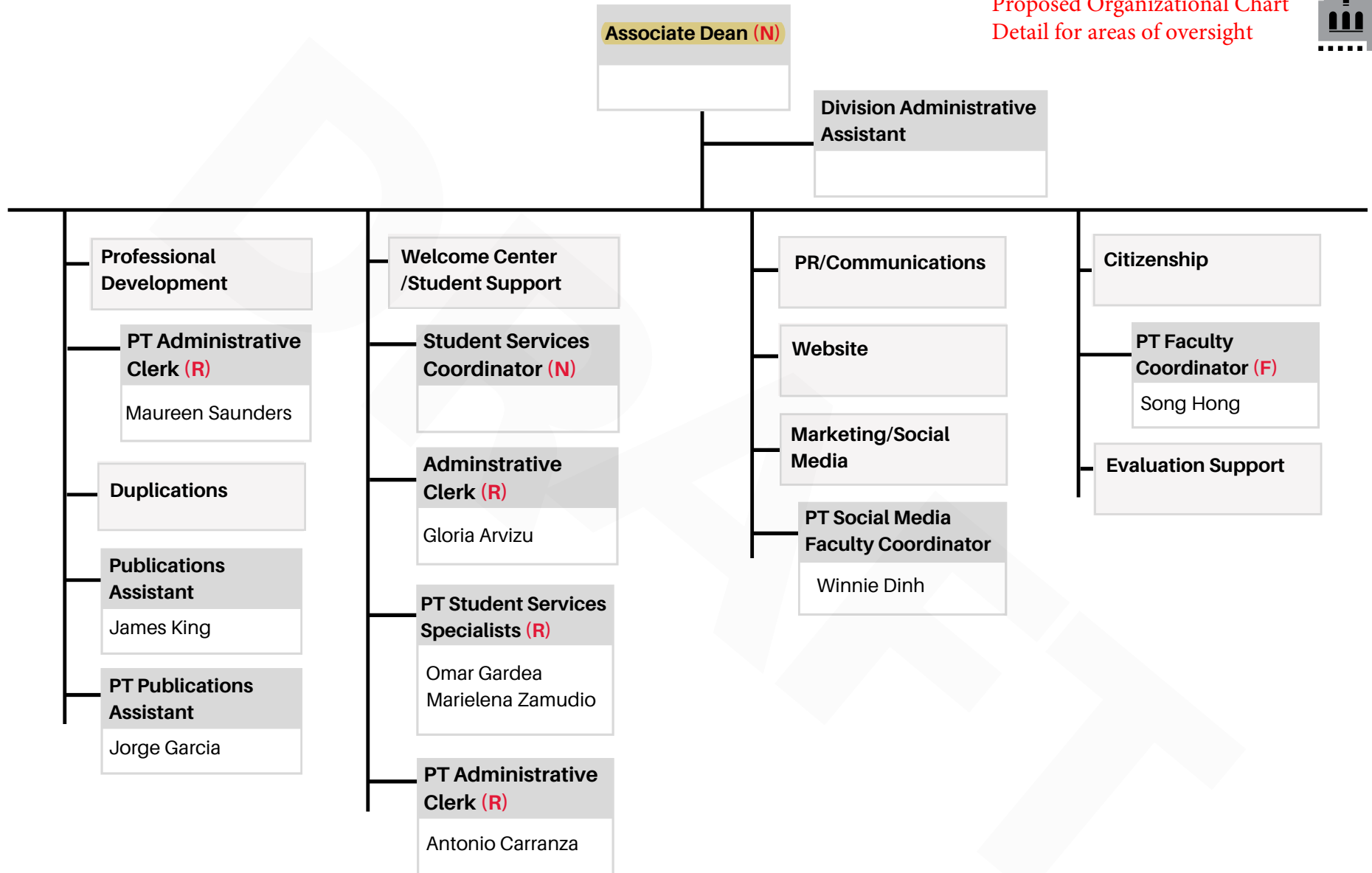
Tier 1

Proposed Organizational Chart
Administrative Structure



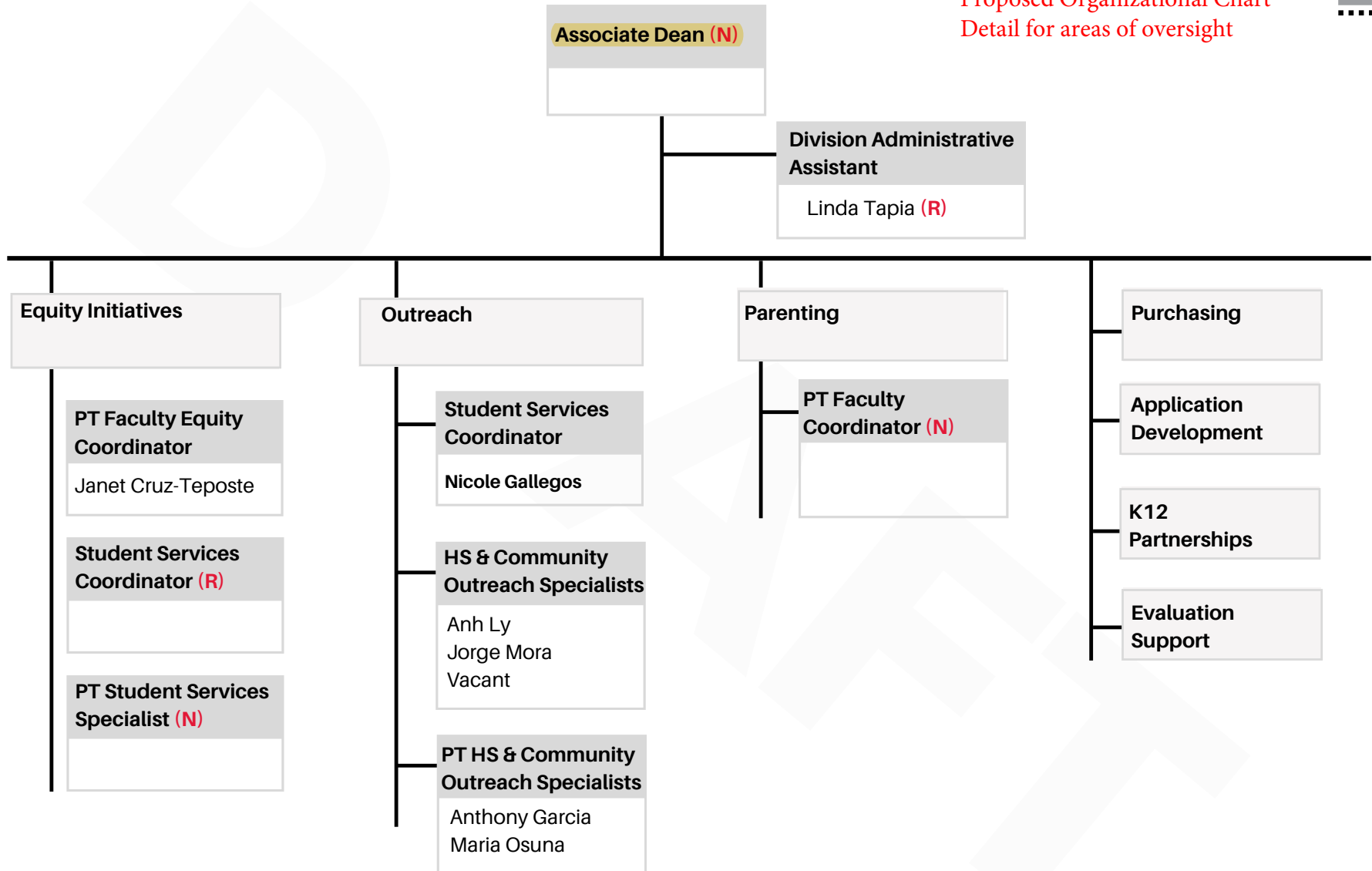
KEY

- (R) - Position to be a Reorg
- (N) - New Position
- (F) - To be Funded





Proposed Organizational Chart
Detail for areas of oversight



RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

CONFIDENTIAL

POSITION TITLE	Associate Dean		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Associate Dean Grade D Step 3			159,776.02

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	40,535.18	
SOCIAL SECURITY	6.200%	9,906.11	
MEDICARE	1.450%	2,316.75	
UNEMPLOYMENT	0.500%	798.88	
WORKERS COMP	1.500%	2,396.64	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	35.020%	\$ 55,953.56	\$ 55,953.56
TOTAL SALARY & BENEFIT COST			\$ 215,729.58

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	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.650%	\$ 3,640.38	\$ 3,640.38

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 159,776.02	143.80	
MEDICAL INSURANCE (see below)		24,826.18	
TOTAL INSURANCE COST		24,969.98	\$ 24,969.98

TOTAL COST OF POSITION	\$ 244,339.94
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BENEFITS =	\$ 84,563.92
BENEFIT COST AS A PERCENT OF CONTRACT =	52.93%

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN/INSTRUCTIONAL AND STUDENT SERVICES**

GENERAL RESPONSIBILITIES

Overall responsibility for institutional services for Continuing Education service areas and sites and the preparation and maintenance of required records and reports; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF INSTITUTIONAL SERVICES

Overall supervision of Continuing Education institutional services, including budget, purchasing, payroll, facilities planning and development, and institutional services including admissions, registration, data collection and entry for the student information system; maintains instructional records and enrollment reports; supervises procedure for maintenance and updating of personnel records and staff procurement procedures, bookstore, security and safety services, mail, custodial services, information technology, purchasing services, supplies and equipment; supervises bid procedures and inventory procedures; recommends District policy and procedure; monitors instructional programs and services in assigned area for responsiveness to the needs of a culturally diverse community.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of personnel; also responsible for administering collective bargaining agreements, employment selection and promotion procedures, compliance with District policies, rules and regulations regarding personnel, and evaluation of the performance of assigned staff, providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for handling student personal, program and staff related complaints, resolving conflicts, and student discipline issues.

BUDGET/FUNDING/PAYROLL/PURCHASING/FACILITIES

Responsible for timely and accurate preparation, submission and administration of budget payroll, purchasing, and bidding procedures; has substantial responsibility for reporting and accounting for funding of programs, and related reports; seeks additional and alternative funding for programs and activities.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN/INSTRUCTIONAL AND STUDENT SERVICES (continued)**

PLANNING

Plans all programs under supervision; responsible for preparation of schedules for work, facility procurement, maintenance and use, admissions and registration, and services.

COMMUNITY CONTACT/REPRESENTATION

Must be highly visible educational leader seeking positions of significant leadership in community institutions and activities, as well as community support organizations and on state boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership position and reputation on the local, state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing and supervision of service area and District-wide committees and task forces.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; has substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy, and related reports.
- B. Resolves student complaints, problems, and conflicts; analyzes, applies and explains laws, regulations and policies regarding services provided; and maintains related records and reports.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possesses a California Administrative or Supervisory Credential authorizing services at the community college level or a master's degree; has at least one year of formal training, internship, or leadership experience reasonably related to this administrative assignment; possesses the minimum qualifications to serve as a faculty member in the California Community Colleges.

Required Skills: Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, services and activities, supervise staff, analyze and apply laws, rules and regulations, and build consensus.