

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/Assessment

Manager/Supervisor: Dr. James Kennedy

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
General Office Clerk	Administrative Clerk- add BIL

Current annual salary/benefits cost \$ 98,639.26 Proposed annual salary/benefits cost \$ 105,928.86

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_1106_601000_18100_2130
(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.

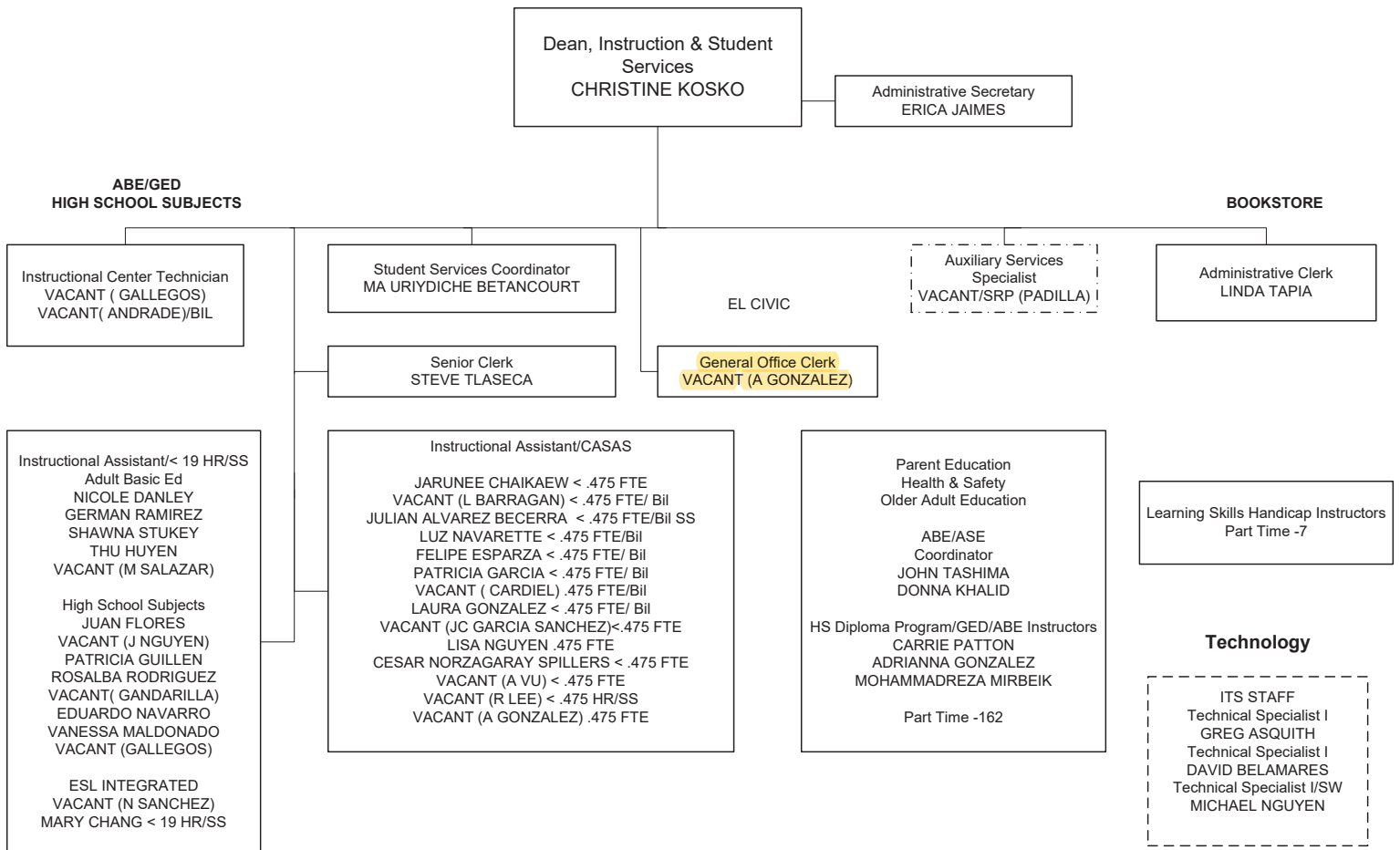
Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

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>):

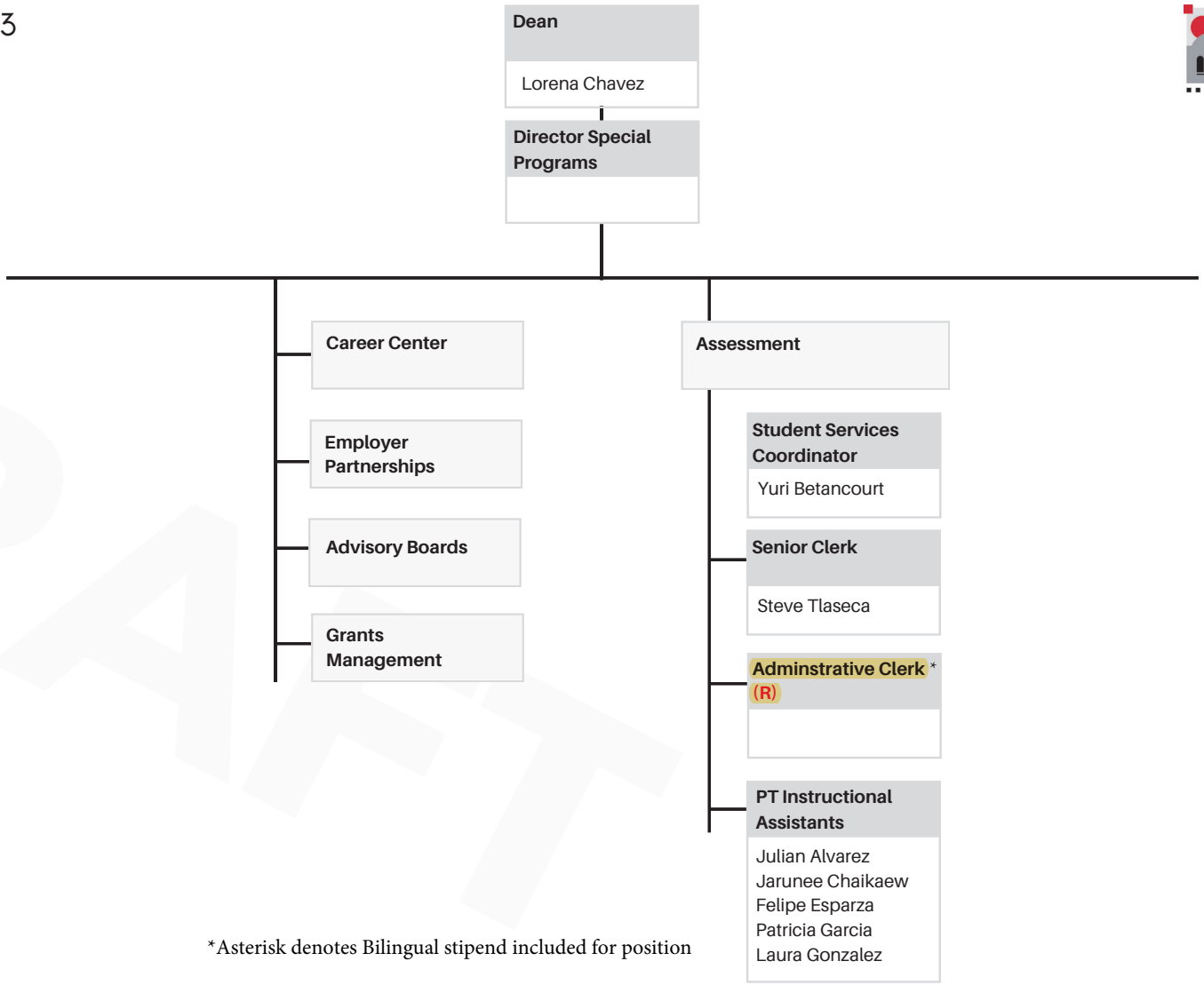
Current Organizational Chart

**Rancho Santiago Community College District
SANTA ANA COLLEGE
SCHOOL OF CONTINUING EDUCATION**



Proposed Organizational Chart

Tier 3



*Asterisk denotes Bilingual stipend included for position

RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

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

Salary 59,289.85 2.5% 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)		22,174.93
TOTAL INSURANCE COST		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

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.