

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/Budget

Manager/Supervisor: Dr. James Kennedy

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
Accountant	Senior Accountant

Current annual salary/benefits cost \$ 143,722.00 Proposed annual salary/benefits cost \$ 149,122.10

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\_601000\_18100\_2130, 12\_1106\_601000\_18100\_2130  
*(Attach necessary budget change forms)*

12\_2171\_679000\_18100\_2130, 12\_2490\_601000\_18100\_2130

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.

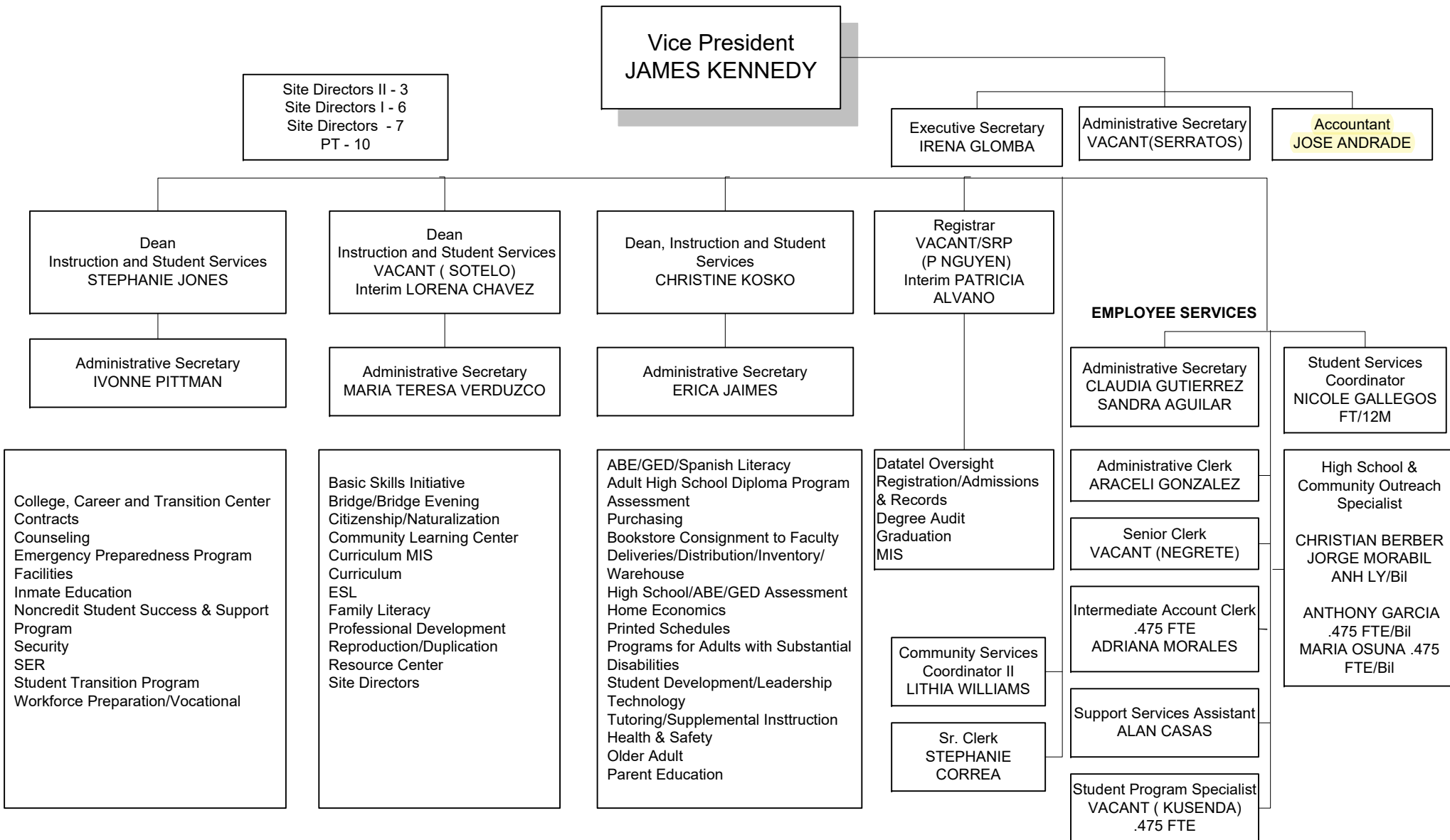
**Please note:** You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

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> ):

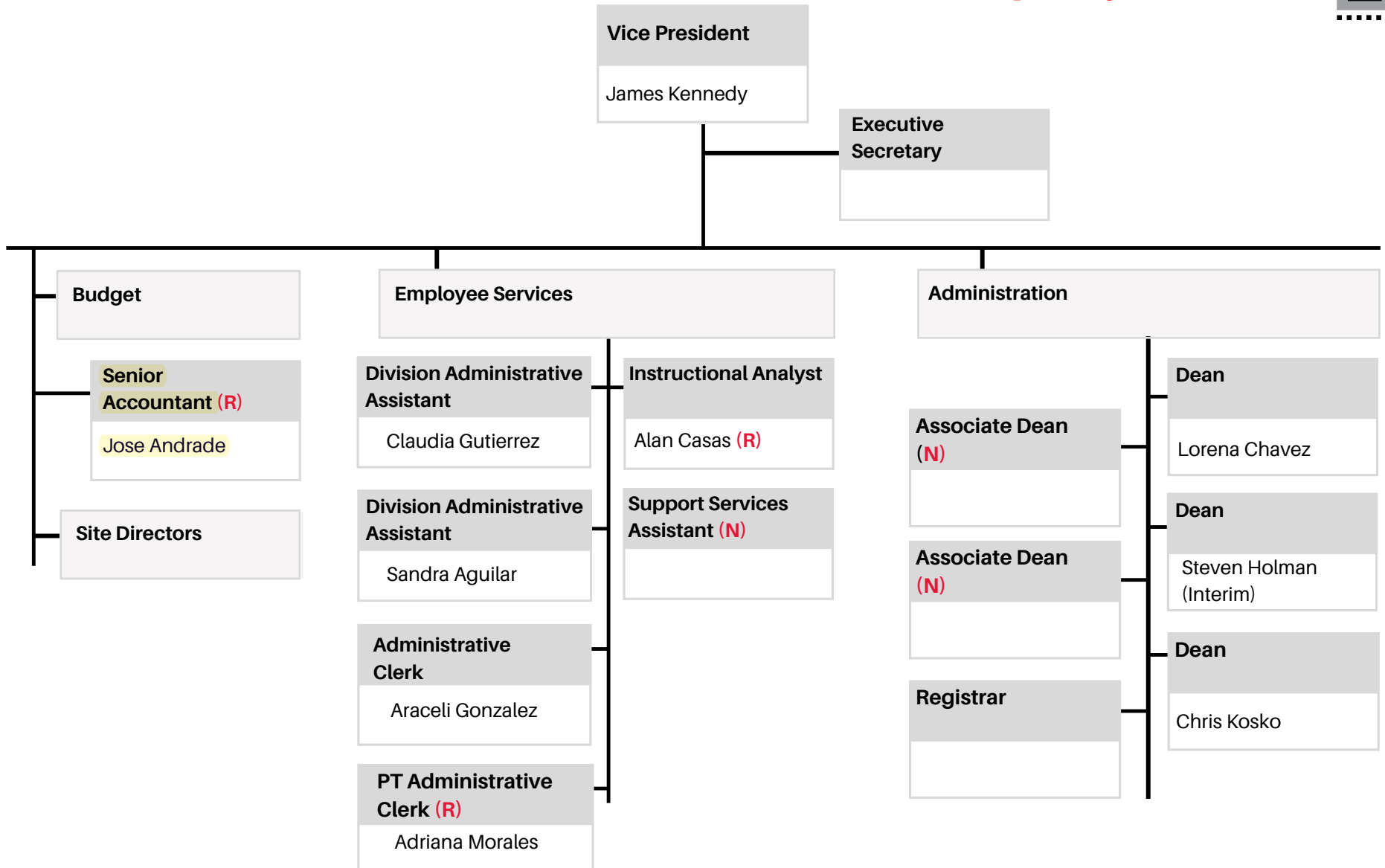
**Rancho Santiago Community College District  
SANTA ANA COLLEGE  
SCHOOL OF CONTINUING EDUCATION**

**Current Org Chart**





Proposed Org Chart



# RSCCD

# 2022-2023 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

<b>POSITION TITLE</b>	<b>Senior Accountant- Andrade, Jose</b>		
<b>GRADE &amp; STEP</b>	<b>MONTHLY RATE</b>	<b>NO OF MONTHS</b>	<b>ANNUAL COST</b>
Grade 15 Step 5	\$ 7,364.330	12	\$ 88,371.96

Salary

84163.77

5% 4208.189

<b>SALARY RELATED TAX/BENEFITS</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
PERS	25.370%	22,419.97	
SOCIAL SECURITY	6.200%	5,479.06	
MEDICARE	1.450%	1,281.39	
UNEMPLOYMENT	0.500%	441.86	
WORKERS COMP	1.500%	1,325.58	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 30,947.86</b>	<b>\$ 30,947.86</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 119,319.82</b>

<b>FRINGE BENEFITS COST</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
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%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.650%</b>	<b>\$ 1,644.75</b>	<b>\$ 1,644.75</b>

<b>INSURANCE BENEFITS</b>		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 88,371.96	79.53
MEDICAL INSURANCE (see below)		28,078.00
<b>TOTAL INSURANCE COST</b>		<b>28,157.53</b>
		<b>\$ 28,157.53</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 149,122.10</b>
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<b>BENEFITS =</b>	<b>\$ 60,750.14</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>68.74%</b>

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

## **SENIOR ACCOUNTANT**

### **CLASS SUMMARY**

Under general supervision – prepares financial reports and expenditure claims for specially funded (local, state, federal) projects; prepares budget changes; directs maintenance of subsidiary ledgers for all financial aid programs, grants, and loans, supervises preparation of special claims for reimbursement; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Prepares the more complex financial reports and expenditure claims for specially funded projects; directs the work of Sr. Account Clerk – grants and loans section in maintaining subsidiary ledgers and related records for all financial aid programs; directs accountant in the preparation of specially funded project reports and claims for reimbursement; coordinates with the financial aids office, accounts payable section and computer center in setting up disbursement and cancellation schedules of the student grants and loans; approves requests for special disbursements, requests for holding checks beyond cancellation dates or issuing checks before scheduled disbursement date for extraordinary reasons; reconciles general ledger balances with subsidiary ledger balances of all financial aid grants and loans on a monthly basis; prepares monthly bank reconciliation for four accounts; prepares deposits, and maintains records for RSCCD revolving cash account; checks budgets for detailed special projects received from planning and development department as to accuracy of total budget and budget amounts as contained in the approved award letters, contracts and budgets from outside funding sources; prepares budget change forms to set up new projects or adjust budget amounts of existing special projects and then directs accountant for terminal input after required signatures are obtained; reconciles district's records of National Direct Student Loan and Nursing Loan Advances and collections with the billing agency's (Academic Financial Services Association) records; maintains regular contact with AFSA's client analyst in order to keep student accounts accurate and current; answers inquiries from students regarding problems on financial aid grants and loans and inquiries from other department or project directors on specially funded programs; reviews and monitors special project expenditures and provides technical assistance to planning and development department and project directors on matters concerning special project budgets and expenditures; performs other relate duties as assigned by the Director of Accounting such as preparation of special reports and schedules related to special projects, analysis of general ledger accounts.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Director of Accounting. It directs the work of a Sr. Account Clerk and an Accountant.

**SENIOR ACCOUNTANT cont'd**

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Any combination of training and/or experience equivalent to a Bachelor's degree in business, accounting or related field with a major in accounting; and four years of increasingly responsible accounting experience preferably in governmental or fund accounting.

**Knowledge and Abilities**

Good Knowledge of: principles of general of school district accounting; rules and regulations related to specially-funded projects; principles, practices and methods of general and governmental or school district accounting and budgeting; principles of management, supervision and training; legal, procedural and reporting requirements in school district financial work, potential application of data processing to accounting and other business office transactions.

Ability to: learn to read computer print-outs; interpret and apply California Education Code provisions which pertain to the school district; direct the work of others.