

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/Counseling

Manager/Supervisor: Dr. James Kennedy

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
Student Program Specialist	Student Services Coordinator- add BIL (12_2490_649000_18100_2130 )
Counseling Assistant BIL	Administrative Clerk-BIL (12_2490_632000_18100_2130)
Two Counseling Assistants (unfunded 0.475 each)	Administrative Clerk (NEW)- add BIL (11_0000_632000_18100_2130)

Current annual salary/benefits cost \$ 205,551.00 Proposed annual salary/benefits cost \$ 325,178.62  
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- each account will fund 100% of each position  
*(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.

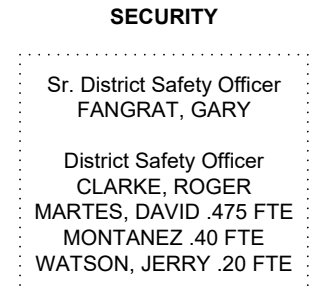
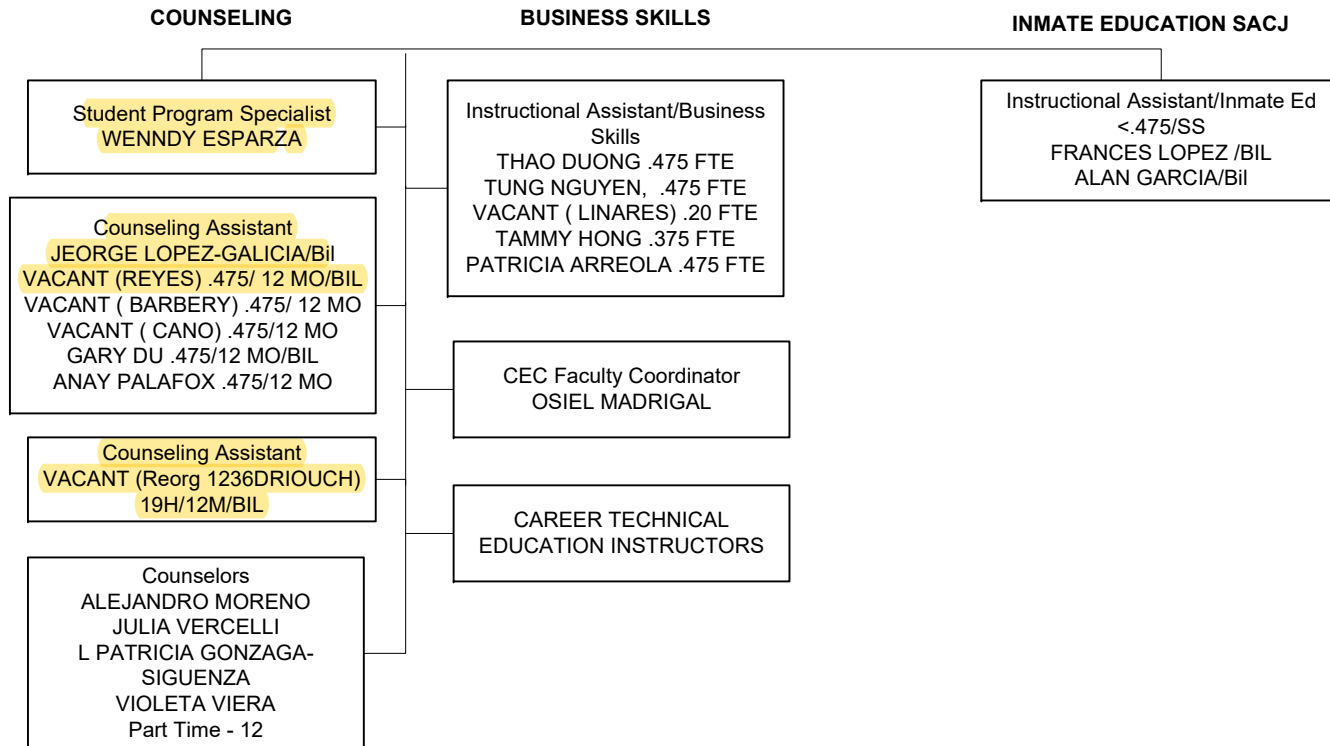
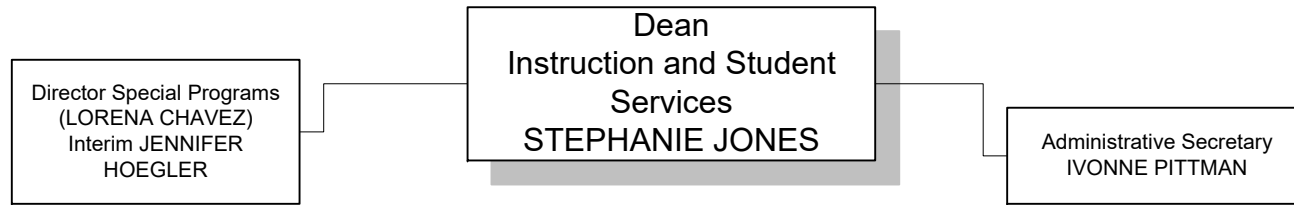
**Please note:** You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (*District Cabinet Member*): \_\_\_\_\_ Date: \_\_\_\_\_

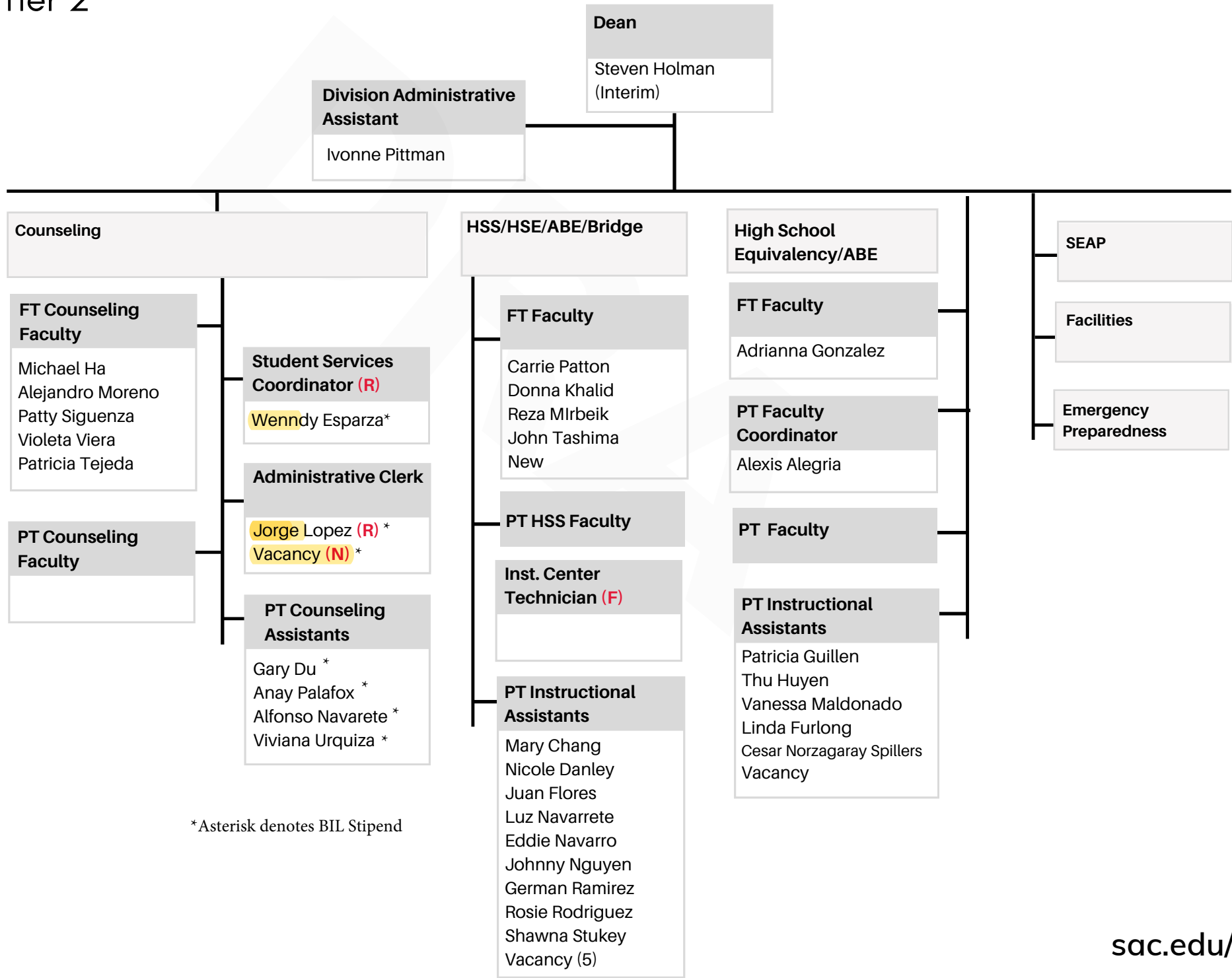
SIGNATURES AND/OR REVIEW DATES	
Human Resources ( <i>Signature/Date</i> ):	Business Operations & Fiscal Services ( <i>Signature/Date</i> ):
	Resource Development ( <i>Signature/Date – Only for Restricted Funds</i> )
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval ( <i>Signature/Date</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**

Current Organizational Chart



# Tier 2



\*Asterisk denotes BIL Stipend

# RSCCD

# 2022-2023 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Administrative Clerk- Lopez, Jorge		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 10 Step 3 + 5% Longevity + 2.5% BIL	\$ 5,311.382	12	\$ 63,736.59

Salary

59,289.85

8% 4446.739

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	16,169.97	
SOCIAL SECURITY	6.200%	3,951.67	
MEDICARE	1.450%	924.18	
UNEMPLOYMENT	0.500%	318.68	
WORKERS COMP	1.500%	956.05	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 22,320.55</b>	<b>\$ 22,320.55</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 86,057.14</b>

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

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 63,736.59	57.36	
MEDICAL INSURANCE (see below)		24,305.00	
<b>TOTAL INSURANCE COST</b>		<b>24,362.36</b>	<b>\$ 24,362.36</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 112,064.25</b>
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BENEFITS =	<b>\$ 48,327.66</b>
BENEFIT COST AS A PERCENT OF CONTRACT =	<b>75.82%</b>

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	<b>40,345.56</b>	<b>24,826.18</b>	AVERAGE
CSEA	Max	<b>35,228.16</b>	<b>22,174.93</b>	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	Student Services Coordinator- Esparza, Wendy		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 15 Step 2 + 5% Longevity + 2.5% BIL	\$ 6,509.559	12	\$ 78,114.70

Salary 72664.84 8% 5449.863

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	19,817.70	
SOCIAL SECURITY	6.200%	4,843.11	
MEDICARE	1.450%	1,132.66	
UNEMPLOYMENT	0.500%	390.57	
WORKERS COMP	1.500%	1,171.72	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 27,355.76</b>	<b>\$ 27,355.76</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 105,470.46</b>

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

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 78,114.70	70.30
MEDICAL INSURANCE (see below)		-
<b>TOTAL INSURANCE COST</b>		<b>70.30 \$ 70.30</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 107,185.51</b>
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BENEFITS =	<b>\$ 29,070.81</b>
BENEFIT COST AS A PERCENT OF CONTRACT =	<b>37.22%</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

# 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%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 21,282.39</b>	<b>\$ 21,282.39</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 82,054.49</b>

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

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	
<b>TOTAL INSURANCE COST</b>		<b>22,229.62</b>	<b>\$ 22,229.62</b>

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

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

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

## **STUDENT SERVICES COORDINATOR**

### **CLASS SUMMARY**

Under general direction, develops, coordinates and implements student services programs, including the assignment of projects and tasks to staff and the supervision of projects and program activities; directs the daily operations of student services programs; develops reports; implements program policies according to regulations.

### **REPRESENTATIVE DUTIES**

Develops, implements, coordinates, and directs student services activities and student-related leadership programs. Supervises data collection and the maintenance of detailed student records. Works directly and consults with students, project staff, faculty and managers in providing information and coordinating project activities. Writes comprehensive reports pertaining to program goals, achievements, and evaluations. Trains office personnel and assigns work to staff. Monitors progress of staff and program activities. Prepares and presents written and oral reports and charts regarding technical and strategic aspects of the program. Represents the program at community and college functions.

Coordinates the process for recruitment and selection of students for various programs. Develops and coordinates procedures: for students in order to develop individualized educational plans in consultation with counselors; that result in an assessment and counseling program with provision for monitoring students progress in achieving academic success; for providing classroom, tutorial and study opportunities for project participants designed to assure college success and subsequent retention in college; a program of career development utilizing program, college, and community resources; for student life and leadership activities, including advising student government, clubs and organizations; that will offer a systematic program in transfer orientation, visitation, and selection of four-year colleges and universities, and maintains critical contacts and working relationships with university-level personnel; for a tracking system for effective record keeping, monitoring of project activities, program outcomes, and coordinates the oversight of fiscal budgets for the program.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to a designated manager/administrator and may function in the absence of the manager/administrator as the liaison within the college and with external agencies relative to student services. This class directs and provides training for the staff, including student assistants and consultants. This class also coordinates the work of faculty within the student services; and consults with college administration and faculty regarding related program issued.

**STUDENT SERVICES COORDINATOR (continued)**

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training and experience equivalent to a Bachelor's degree and four years experience which demonstrates knowledge of student services programs or in the coordination of leadership and student activities. Experience should be in implementing state or federally governed programs and in interpreting and following statutes and regulations. Experience should consist of working with students from diverse cultural, economic, and linguistic backgrounds.

**Knowledge and Abilities**

Good Knowledge of: Student services models designed to meet the needs of disadvantaged students; student equity program components; approaches to multi-cultural education; cross-cultural communication; tracking and monitoring systems or budgets; report writing; advisement techniques; oral and written communication techniques; organizational procedures; community college programs and policies; local community organizations, schools and colleges; principles of training, supervision or leadership development; principles of public contact and public relations; methods and procedures of academic and/or career advisement.

Ability to: Lead, train, and direct the work of a diverse staff; develop, implement, and coordinate program components for a diverse student population; establish and maintain effective relationships with students, staff, faculty, and community members; train and supervise staff; advise students or student organizations in relevant content areas; initiate and write comprehensive reports; make effective oral presentations to diverse audiences; evaluate program effectiveness and make recommendations for procedural modifications; establish co-curricular learning experiences; communicate effectively with college personnel and community leaders; read, understand and interpret complex program regulations; provide direct support services to students; organize complex projects and timelines.

## 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.