

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/Employee Services

Manager/Supervisor: Dr. James Kennedy

Position(s) affected:

| CURRENT POSITION | PROPOSED POSITION |
|------------------------------------|--|
| Intermediate Account Clerk (0.475) | Administrative Clerk(0.475) (12_1106_601000_18100_2310) |
| Support Services Assistant | Instructional Analyst (11_0000_601000_18100_2130) |
| | Support Services Assistant (New) (11_0000_601000_18100_2130) |
| | |

Current annual salary/benefits cost \$ 143,523.00 Proposed annual salary/benefits cost \$ 263,150.64

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.

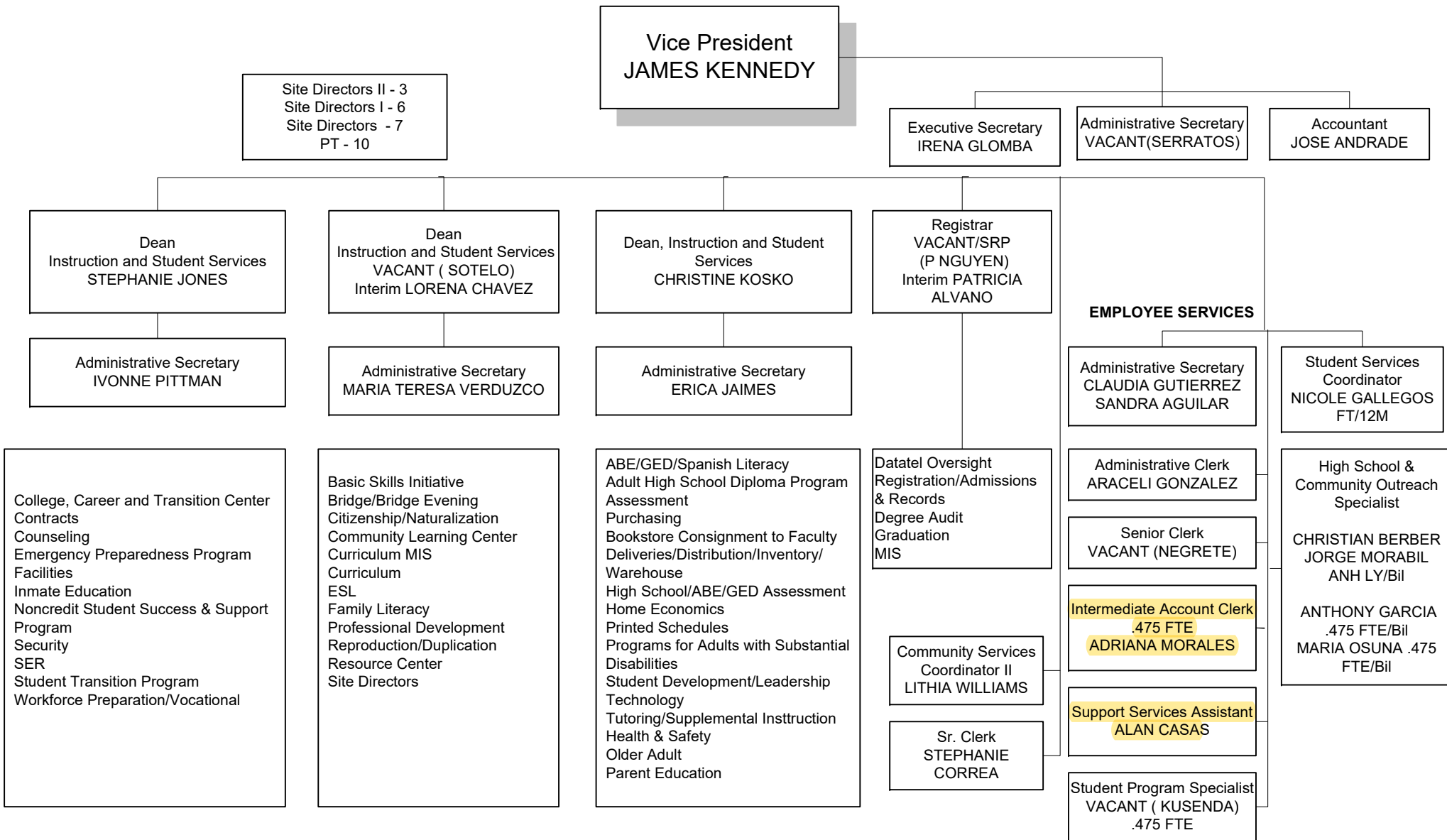
Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

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>): |

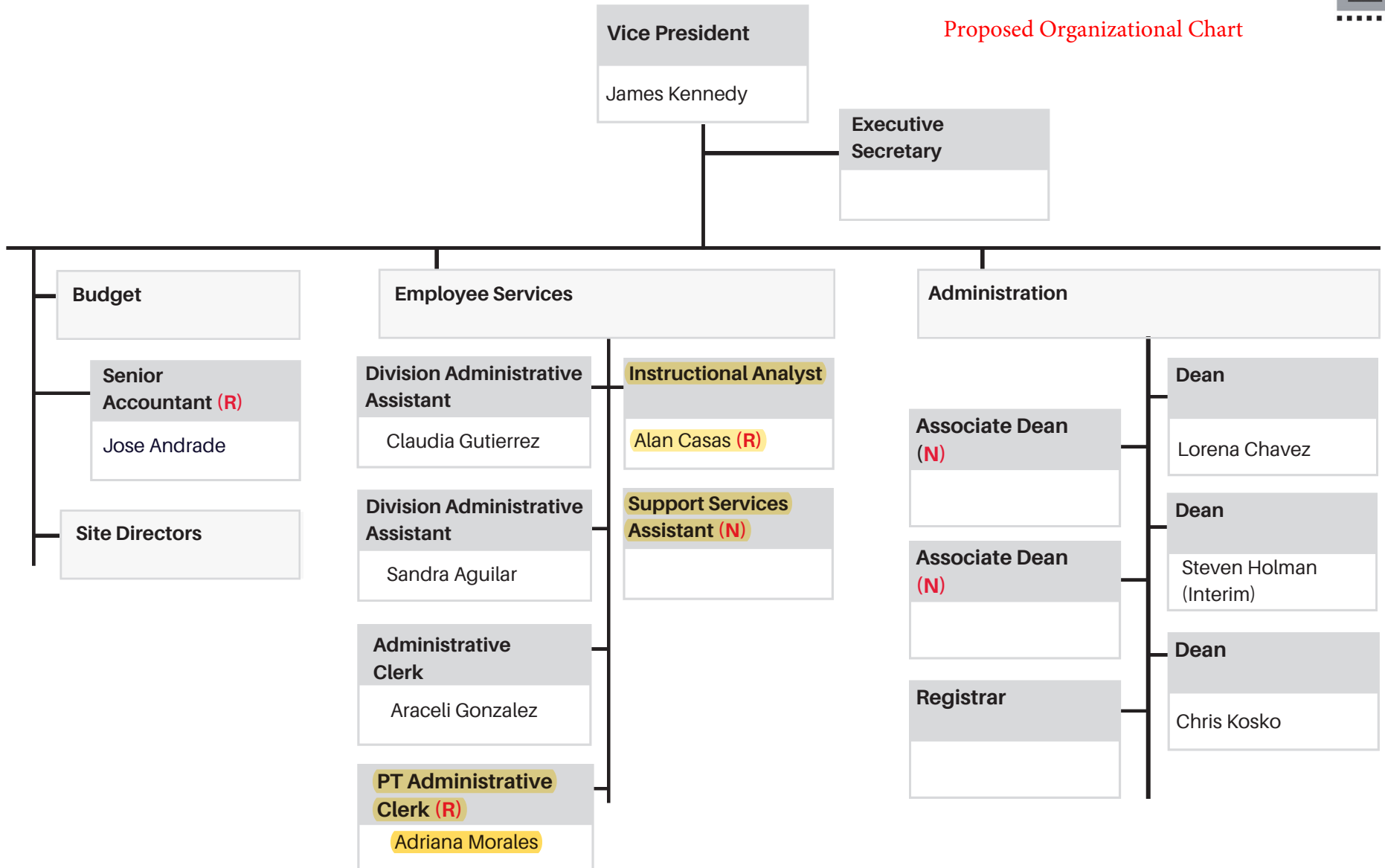
**Rancho Santiago Community College District
SANTA ANA COLLEGE
SCHOOL OF CONTINUING EDUCATION**

Current Organizational Chart





Proposed Organizational Chart



RSCCD

2022-2023 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

| POSITION TITLE | Instructional Analyst- Casas, Alan | | |
|-------------------------------------|------------------------------------|--------------|--------------|
| GRADE & STEP | MONTHLY RATE | NO OF MONTHS | ANNUAL COST |
| Grade 13 Step 5 Plus 7.5% Longevity | \$ 6,773.241 | 12 | \$ 81,278.89 |

Salary 75,608.27 7.5% 5670.62

| SALARY RELATED TAX/BENEFITS | BENEFIT RATE | BENEFIT COST | |
|--|----------------|---------------------|----------------------|
| PERS | 25.370% | 20,620.45 | |
| SOCIAL SECURITY | 6.200% | 5,039.29 | |
| MEDICARE | 1.450% | 1,178.54 | |
| UNEMPLOYMENT | 0.500% | 406.39 | |
| WORKERS COMP | 1.500% | 1,219.18 | |
| ACTIVE RET. INS. COST | 0.000% | - | |
| TOTAL TAX & BENEFIT COST | 35.020% | \$ 28,463.85 | \$ 28,463.85 |
| TOTAL SALARY & BENEFIT COST | | | \$ 109,742.74 |

| 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) | \$ 81,278.89 | 73.15 |
| MEDICAL INSURANCE (see below) | | 9,796.00 |
| TOTAL INSURANCE COST | | 9,869.15 |

| | |
|-------------------------------|----------------------|
| TOTAL COST OF POSITION | \$ 121,256.64 |
|-------------------------------|----------------------|

| | |
|---|---------------------|
| BENEFITS = | \$ 39,977.75 |
| BENEFIT COST AS A PERCENT OF CONTRACT = | 49.19% |

| | | | | |
|---|-----|------------------|------------------|---------|
| 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 | Administrative Clerk- Morales, Adriana | | |
| GRADE & STEP | | | ANNUAL COST |
| Grade 10 Step 1 | \$ - | 0 HRS/52 WEEKS | \$ 25,530.78 |

| SALARY RELATED TAX/BENEFITS | BENEFIT RATE | BENEFIT COST | |
|--|---------------------|---------------------|---------------------|
| PARS or PERS (see below) | 25.370% | 6,477.16 | |
| MEDICARE | 1.450% | 370.20 | |
| UNEMPLOYMENT | 0.500% | 127.65 | |
| WORKERS COMP | 1.500% | 382.96 | |
| ACTIVE RET. INS. COST | 0.000% | - | |
| TOTAL TAX & BENEFIT COST | 28.820% | \$ 8,940.88 | \$ 8,940.88 |
| TOTAL SALARY & BENEFIT COST | | | \$ 34,471.66 |
| TOTAL COST OF POSITION | | | \$ 34,471.66 |

| | |
|--|--------------------|
| BENEFITS = | \$ 8,940.88 |
| BENEFIT COST AS A PERCENT OF CONTRACT = | 35.02% |

| | | |
|------------------|----------------|-----------------|
| PERS | 25.370% | 6,477.16 |
| Soc. Sec. | 6.200% | 1,582.91 |

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 | Support Services Assistant | | |
|-----------------|----------------------------|--------------|--------------|
| GRADE & STEP | MONTHLY RATE | NO OF MONTHS | ANNUAL COST |
| Grade 11 Step 3 | \$ 5,156.457 | 12 | \$ 61,877.48 |

Salary 61,877.48 0% 0

| SALARY RELATED TAX/BENEFITS | BENEFIT RATE | BENEFIT COST | |
|--|----------------|---------------------|---------------------|
| PERS | 25.370% | 15,698.32 | |
| SOCIAL SECURITY | 6.200% | 3,836.40 | |
| MEDICARE | 1.450% | 897.22 | |
| UNEMPLOYMENT | 0.500% | 309.39 | |
| WORKERS COMP | 1.500% | 928.16 | |
| ACTIVE RET. INS. COST | 0.000% | - | |
| TOTAL TAX & BENEFIT COST | 35.020% | \$ 21,669.49 | \$ 21,669.49 |
| TOTAL SALARY & BENEFIT COST | | | \$ 83,546.97 |

| 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) | \$ 61,877.48 | 55.69 |
| MEDICAL INSURANCE (see below) | | 22,174.93 |
| TOTAL INSURANCE COST | | 22,230.62 |

| | |
|-------------------------------|----------------------|
| TOTAL COST OF POSITION | \$ 107,422.34 |
|-------------------------------|----------------------|

| | |
|---|---------------------|
| BENEFITS = | \$ 45,544.86 |
| BENEFIT COST AS A PERCENT OF CONTRACT = | 73.60% |

| | | | | |
|---|-----|------------------|------------------|---------|
| 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.

INSTRUCTIONAL COORDINATOR/ANALYST

CLASS SUMMARY

Under general supervision-coordinates the preparation and maintenance of class schedules, (credit and non-credit), instruction files and catalog of courses; prepare and analyze required statistical data; performs related duties as required.

REPRESENTATIVE DUTIES

Organizes, coordinates, researches and analyzes complex operating programs; compiles and analyzes statistical data and drafts reports; coordinates and assists in planning and implementing new procedures or procedural improvements in class scheduling and updating processes; coordinates data for systems input related to continuing and special projects and reviews and audits system reports; organizes, coordinates and maintains complex data files; reviews, audits, and analyzes enrollment faculty workload measures, classroom use, scheduling and related data processes by software systems and assists and coordinates procedural improvements for input and printouts; compiles, audits and analyzes data and statistical information used to evaluate instructional programs, compiles information and data for special administrative projects; tabulates, analyzes and computes data, drafts procedures and forms; does statistical and narrative word-processing of reports; maintains close working relations with the Information Technology Center, instructional services publications department and other offices for purposes of securing data and information, establishing proper procedures, or compiling and checking data; assists college-based administrators when needed, and maintains records of all on-campus and off-campus rooms and facilities used for instruction; initiates suggestions for new software applications and programs/printouts or improvements for existing ones; performs terminal input for the academic affairs office; prepares regular and special district and college-based reports; keeps records; coordinates the preparation of class schedule for typesetting. Coordinates with district Human Resources and district Payroll on faculty workload measures and submits all faculty pay changes to Payroll. Monitors compliance with all legal requirements of faculty workload measures and related state education codes.

ORGANIZATIONAL RELATIONSHIPS

This position is assigned to the Vice President of Academic Affairs and is accountable for above duties for both Colleges and Continuing Education. Immediate supervisor is the Vice President – Academic Affairs. This position directs and coordinates a limited amount of part time clerical and student help.

INSTRUCTIONAL COORDINATOR/ANALYST (continued)

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a B.A. degree or equivalent and four years of responsible office, computer application experience including one year of work involving independent responsibility in coordinating complex operating systems.

Knowledge and Abilities

Thorough Knowledge of: Basic computer software applications and data systems, calculations, computations, elementary statistics, spreadsheets and clerical research methods; data processing procedures; business office methods and procedures; statistical and other record keeping and filing; English, educational terminology, and school organization and sources of information.

Ability to: read, understand, evaluate, and apply technical rules, policies, and source materials; make arithmetic computations rapidly and accurately, plan, coordinate, organize, audit and otherwise perform a volume of difficult computer systems and statistical work with judgment and accuracy; establish and maintain effective communication and working relationships with administrative, technical, instruction, and other personnel; work effectively under pressure from schedules and interruptions; compose letters, forms and procedures. Take responsibility for accuracy of work completed; research and prepare statistical reports.

Skills: knowledge of basic computer software applications including database and spreadsheet pc-based software.

SUPPORT SERVICES ASSISTANT

CLASS SUMMARY

Under general supervision, provides responsible support involving the coordination of diverse functions into a cohesive program or service; edit and update college catalog; compile and maintain curriculum database, class schedule; required to exercise some independent judgment; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Coordinate, organize, edit and maintain college catalog, curriculum database and class schedules; provides data entry of courses into software programs; assists supervisor in reporting and research activities; review and verify state and district curriculum policies and procedures related to the curriculum processes; reviews and processes a variety of documents and records relating to assigned function; prepares agendas, calendars, reports, correspondence, and statistical records; ensures required approvals and proper processing of preliminary and final documents; coordinates scheduling with District support systems; may lead and coordinate the work of clerical assistants.

ORGANIZATIONAL RELATIONSHIPS

This class reports to designated manager/administrator, may be responsible for determining work flow to lower grade positions or for resolving factual or procedural questions.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

High School diploma or GED and any combination of training, education and/or experience equivalent to 3 years of progressively responsible experience in complex support to management involving some independent responsibility.

Knowledge and Abilities

Good Knowledge of: The principles of record keeping and the ability to devise record keeping and reporting systems; college and district policies for support area assigned; support systems (e.g., scheduling, print shop, media services, computer center); various reports and statistics required by the college and state; information technology procedures, terminology and operations; procedures for programs and course approval; office methods, procedures and equipment, including automated equipment; basic research and data collection methods.

SUPPORT SERVICES ASSISTANT cont'd

Ability to: coordinate and organize a wide variety of material from many different sources; plan, organize and complete assignments with a minimum of supervisory direction; plan and organize work to meet deadlines; perform technical work in assigned areas including operation of automated equipment; work cooperatively with a variety of people in all levels of responsibility and authority.

Skills: Must complete keyboarding, clerical (filing names) and software skill evaluation.