

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/Equity Initiatives

Manager/Supervisor: Dr. James Kennedy

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
	Student Services Coordinator- (New) Bil
	Student Services Specialist- (New) Bil

Current annual salary/benefits cost \$ \_\_\_\_\_ Proposed annual salary/benefits cost \$ 235,442.24

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): 11-0000-649000-18100-2130 (to fund 100% of both positions)  
*(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.

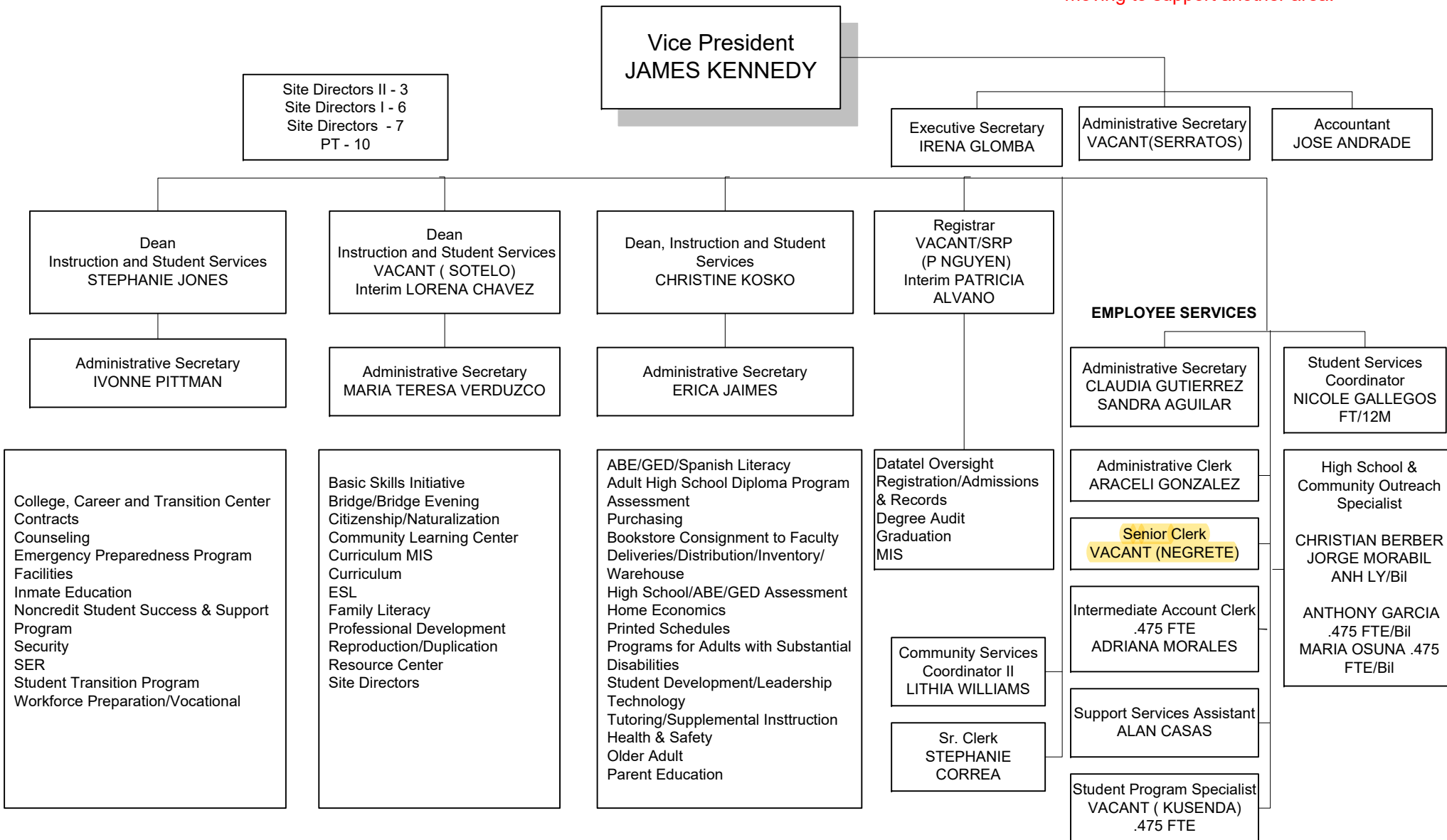
**Please note:** You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

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> ):

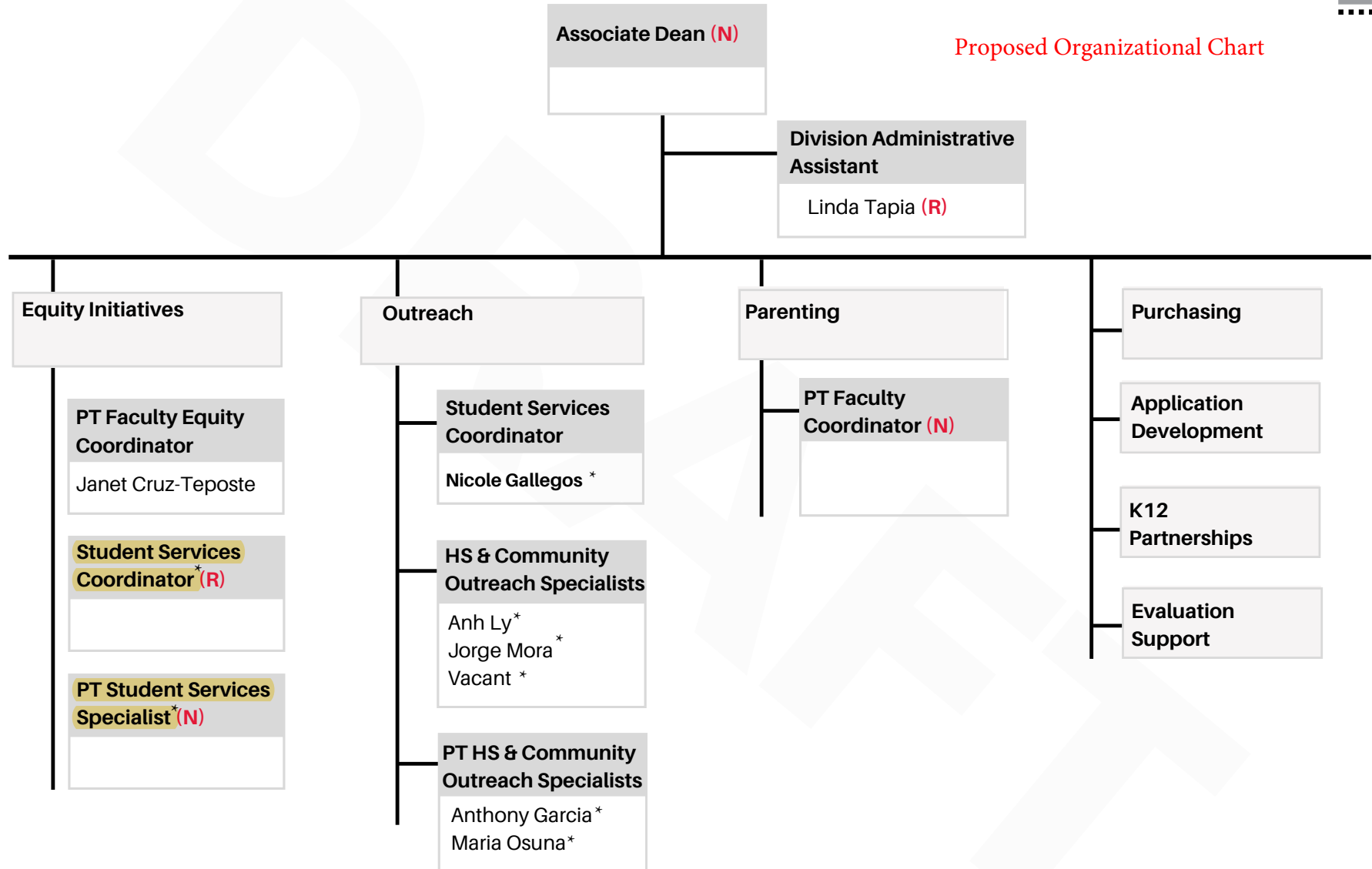
**Rancho Santiago Community College District  
SANTA ANA COLLEGE  
SCHOOL OF CONTINUING EDUCATION**

**Current Organizational Chart-  
Reorging highlighted position and  
moving to support another area.**





Proposed Organizational Chart



\*Asterisk denotes Bilingual Stipend included for position

# RSCCD

# 2022-2023 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Student Services Specialist		
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>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

# RSCCD

# 2022-2023 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Student Services Coordinator		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 15 Step 3 + 2.5% Bilingual	\$ 6,518.991	12	\$ 78,227.89

Salary 76,319.89 2.5% 1907.997

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	25.370%	19,846.41	
SOCIAL SECURITY	6.200%	4,850.13	
MEDICARE	1.450%	1,134.30	
UNEMPLOYMENT	0.500%	391.14	
WORKERS COMP	1.500%	1,173.42	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.020%</b>	<b>\$ 27,395.40</b>	<b>\$ 27,395.40</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 105,623.29</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)	\$ 78,227.89	70.41	
MEDICAL INSURANCE (see below)		22,174.93	
<b>TOTAL INSURANCE COST</b>		<b>22,245.34</b>	<b>\$ 22,245.34</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 129,513.38</b>
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BENEFITS =	<b>\$ 51,285.49</b>
BENEFIT COST AS A PERCENT OF CONTRACT =	<b>65.56%</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.

## **STUDENT SERVICES SPECIALIST**

### **CLASS SUMMARY**

Under direction gives oral presentations to the community and high schools for recruitment purposes; assists students in academic advisement, career planning, and transitioning from high school, continuing education and other types of institutions to the college; may supervise student workers; and performs related duties as assigned.

### **REPRESENTATIVE DUTIES**

Responsible for recruitment of high school and non traditional students; conduct outreach presentations to high schools and community agencies on subjects such as: admissions, financial aid, residency issues, and program information; collect student information and maintain database for tracking students through the applications, testing and registration process; assists students in obtaining counseling, admission, registration and other campus services; organize and provide support for on campus events; assists in the performance of retention services; conducts tours of campuses; perform other related duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager/administrator. This class works closely with students and gives outreach presentations to the public and community services.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Any combination of training and/or education equivalent to one year of related experience working with students which could include students with special needs.

#### **Knowledge and Abilities**

Good Knowledge of: methods and procedures of academic and/or career advisement; college programs, policies, and procedures; written and spoken English.

Knowledge of: principles of training; the special needs of diverse student populations; record keeping; principles of public contact and public relations.

Ability to: establish and maintain effective relationships with students, community agencies and the public; communicate effectively; be sensitive to students with special needs; train and supervise personnel; learn, understand and explain college procedures and regulations; advise students on relevant content area.

Skills: May require oral and written proficiency in a language of student population targeted for recruitment, as measure by bi-literacy tests.