



**Rancho Santiago Community College District**  
**Special District Council Meeting**  
**February 11, 2022**

**1:00 p.m.**

**Via Zoom**

<https://cccconfer.zoom.us/j/98084483352>

669-900-6833 / 980 8448 3352

Passcode is required and provided to District Council members in separate email.

Contact Debra Gerard at [gerard\\_debra@rscdd.edu](mailto:gerard_debra@rscdd.edu) to obtain passcode.

**Agenda**

- |   |          |
|---|----------|
| 1. Call to Order                                    | Martinez |
| 2. Approval of Human Resource Items – <b>ACTION</b> | Hou      |
| a. Reorg #1269 – DO/HR                              |          |
| 3. Other  |          |

Next Meeting: March 7, 2022

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
REORGANIZATION REQUEST FORM**

Number # 1269  
*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: District - Human Resources

Manager/Supervisor: Cheng Yu Hou

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
None	(2) Principal, People & Culture Business Partner, Grade K

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 334,164.82  
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): 11-0000-673000-53110-2120

*(Attach necessary budget change forms)*

**Reason for reorganization:**

The reorganization is reflective of the urgent needs in continuous increase in faculty/classified/adjuncts/short-term hiring and onboarding processes. The reorganization will ensure the continuity of organization/workforce planning.

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.

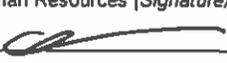
Does this change affect more than one department/division?

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): 

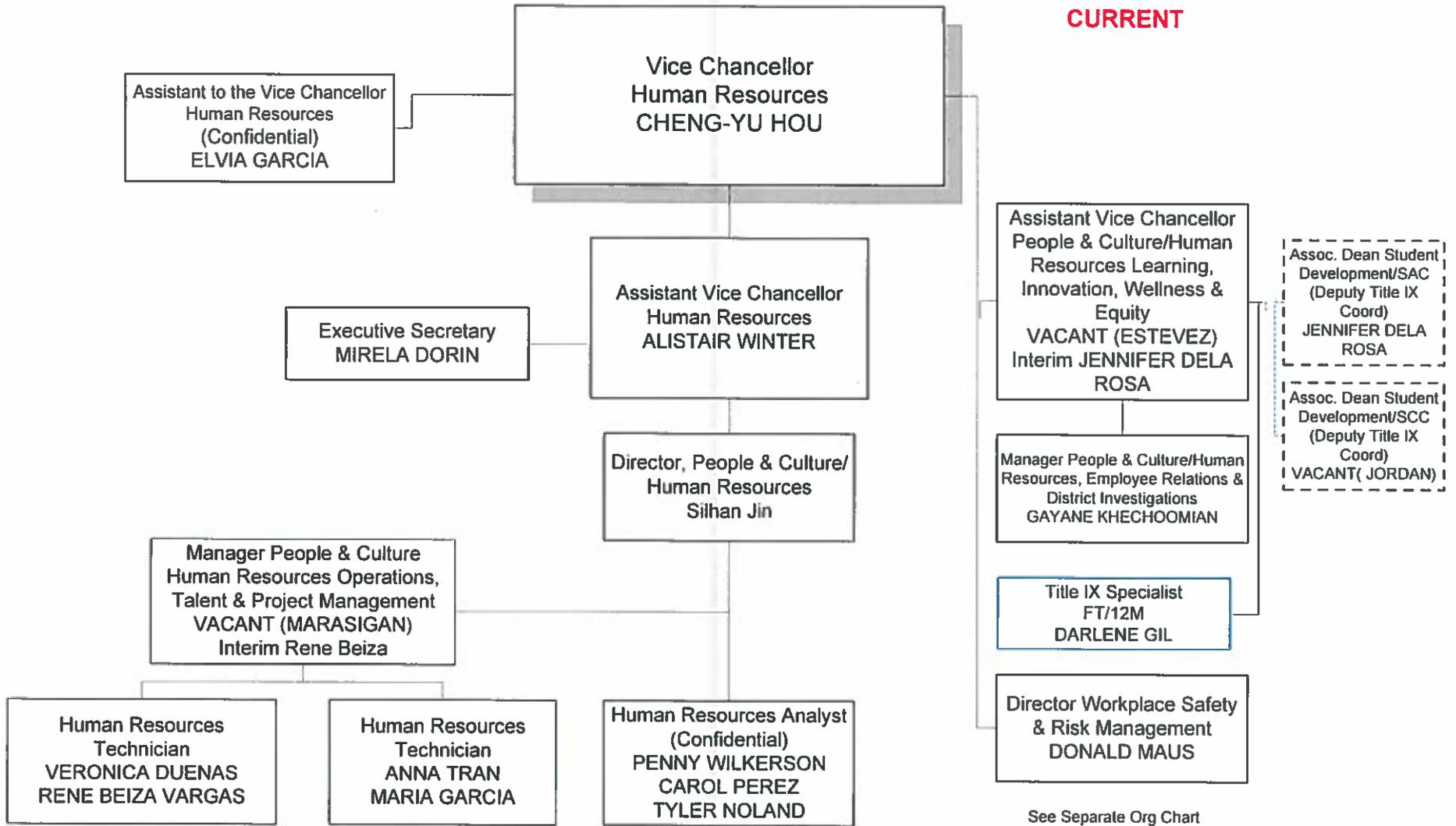
Date: 1/26/22

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u> 1/26/22</u>	Business Operations & Fiscal Services (Signature/Date):
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Rancho Santiago Community College District

HUMAN RESOURCES DEPARTMENT

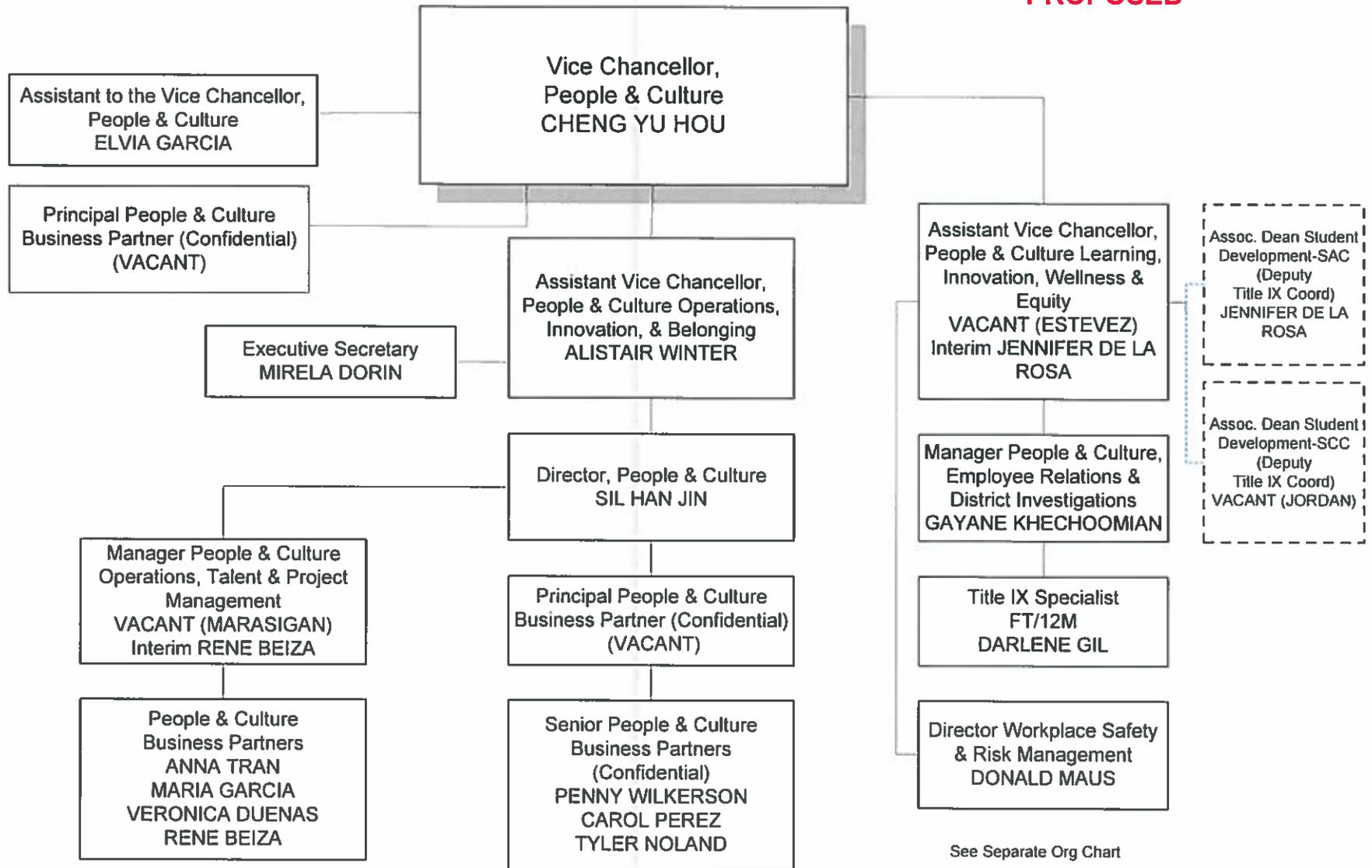
**CURRENT**



Rancho Santiago Community College District

PEOPLE & CULTURE DEPARTMENT

PROPOSED



RSCCD

2021-2022 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Principal People & Culture Business Partner		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade K, Step 4	\$ 8,578.717	12	\$ 102,944.61

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	22.910%	23,584.61	
SOCIAL SECURITY	6.200%	6,382.57	
MEDICARE	1.450%	1,492.70	
UNEMPLOYMENT	0.500%	514.72	
WORKERS COMP	1.500%	1,544.17	
ACTIVE RET. INS. COST	2.000%	2,058.89	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>34.560%</b>	<b>\$ 35,577.66</b>	<b>\$ 35,577.66</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 138,522.27</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.500%	16.60	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	2.000%	66.40	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>11.650%</b>	<b>\$ 3,706.78</b>	<b>\$ 3,706.78</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 102,944.61	92.65	
MEDICAL INSURANCE (see below)		24,760.71	
<b>TOTAL INSURANCE COST</b>		<b>24,853.36</b>	<b>\$ 24,853.36</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 167,082.41</b>
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BENEFITS =	\$ 64,137.80
BENEFIT COST AS A PERCENT OF CONTRACT =	62.30%

Admn., Superv/Mang. & Conf. (including Fringe amount)	Max	40,345.56	24,760.71	AVERAGE
CSEA	Max	35,228.16	21,486.35	AVERAGE

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

## **PRINCIPAL PEOPLE AND CULTURE BUSINESS PARTNER**

### **JOB DESCRIPTION**

#### **POSITION OVERVIEW**

The Principal People and Culture Business Partner innovates, delivers, and collaborates on duties in promulgating the District's commitment to foster an inclusive and equitable environment where our campus community is able to thrive and belong authentically. The Principal People and Culture Business Partner is distinguished from other journey-level positions by the nature, responsibility, analysis, complexity, and technicality of the work and by internal and external stakeholder interactions and serves as a leader in making independent analysis and recommendations of factual and procedural questions, for the solution of people and culture related issues. The Principal People and Culture Business Partner reports and performs their duties under the general supervision of the People and Culture Manager, and may direct the work of hourly employees and staff in People and Culture.

#### **REPRESENTATIVE DUTIES**

1. Leads high-level human resources projects including but not limited to data analytics, classification/compensation studies, total rewards, improvement audits, human resources information systems and employee records.
2. Interprets and applies policies, procedures, regulations, memorandum of understandings, and collective bargaining agreements.
3. Prepares, maintains and analyzes confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.
4. Innovates as a system administrator for modern technology utilizing analysis, enhancement, creation, revision, and maintenance of features, reports, communication and documentation
5. Interprets, guides and assures compliance with county, state and federal regulations and guidelines concerning employment and human resources administration.
6. Establishes and implements multi-stakeholder onboarding programs and employee lifecycle programs.
7. Collaborates in collective bargaining agreements and labor management meetings as needed.
8. Researches and prepares highly complex statistical and narrative reports on a variety of data.
9. Prepares employee, collective bargaining, confidential and other employee files, surveys, marketing trends, salary and classification comparative data, and other related information.
10. Develops and implements highly complex new and comprehensive department operating procedures methods and systems for procedural/process improvement and in accordance with legal and contract changes.
11. Advises on budget and technology to ensure strategic alignment with districtwide resources and resources.
12. Examines and proposes improved process designs to define the future of how our organization can uplift its workforce across all divisions and roles.
13. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
14. Brings to life new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
15. Partners closely with peers and stakeholders across the District to assess existing people and culture programs, processes, and practices and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
16. Monitors and informs on legislative changes relevant to people and culture.
17. Creates and maintains an active record-keeping system that records, monitors, and keeps current all relevant documents.
18. Performs other duties as assigned.

#### **KNOWLEDGE AND ABILITIES**

##### **Thorough Knowledge of:**

1. Success with providing people and culture support in a multi-stakeholder organization across multiple locations.
2. Proven ability to define, influence, refine and implement processes, procedures, and policies.

**PRINCIPAL PEOPLE AND CULTURE BUSINESS PARTNER**  
**JOB DESCRIPTION – (CONTINUED)**

3. Applicable sections of California Education Code, Title 5, The Educational Employment Relations Act (EERA) of 1976, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs and its integration with a full-scale comprehensive people and culture program.
5. Exceptional project management agile scrum/six sigma black belt skills, the ability to track and manage complex processes, and a desire to lead multiple teams and multiple projects.
6. High level of stakeholder service-centricity and organizational empathy.
7. Proven practices and strategies for major functional areas such as program and product to enhance the efficiency and quality of our talent procurement and retention tools and processes.
8. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
9. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/People and Culture software.
10. High degree of business insight; results-oriented with an ability to work independently.
11. Strategies identifying and building cross-functional partnerships to understand challenges.

**Ability to:**

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Analyze and strategize with People metrics to guide strategy.
3. Exhibit strong analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
4. Respond to change with strategy and innovation.
5. Display strong analytical capabilities and a process improvement mentality.
6. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
7. Collaborate and influence strategically in both small team and large, cross-functional environments.
8. Exhibit strong business and financial acumen with the ability to understand shareholder value and relevant business models, and how to translate these into people and culture initiatives.
9. Show success utilizing employee attraction, engagement, and retention strategies.
10. Gather and analyze data, reason logically and draw valid conclusions.
11. Analyze situations and make appropriate decisions and/or recommendations.
12. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
13. Clearly communicate ideas and recommendations.
14. Write clear, comprehensive and concise reports.
15. Work with and provide direction to other employees in the completion of the day-to-daywork.
16. Excel in an ever-changing environment using an ambitious mindset.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Masters/Doctorate Degree from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

Board Approved:

**Signature:**

**Email:** Nguyen\_Thao@rscdd.edu

**Signature:**

**Email:** gerard\_debra@rscdd.edu

**Signature:**

**Email:** gerard\_debra@rscdd.edu

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