



**Rancho Santiago Community College District**  
**District Council Meeting**  
**October 7, 2024**

**1:30 p.m.**

**Via Zoom**

<https://rscdd-edu.zoom.us/j/87087976337>  
669-444-9171 / 870 8797 6337

**Agenda**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1. Call to Order/Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Martinez                                       |
| 2. Approval of August 26, 2024 District Council Meeting Minutes - <b>ACTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Martinez                                       |
| 3. Approval of Administrative Regulation – <b>ACTION</b><br>a. AR 2510 Participation in Local Decision-Making                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Olson                                          |
| 4. Approval of Reorganizations – <b>ACTION</b><br>a. Reorg #1427 – DO/Fiscal Services<br>b. Reorg #1436 – DO/Bus Services/Safety & Security<br>c. Reorg #1437 – DO/Bus Services/Safety & Security<br>d. Educational Services<br>i. Reorg #1428 – DO/Ed Services/CDS<br>ii. Reorg #1429 – DO/Ed Services/ITS<br>iii. Reorg #1431 – DO/Ed Services/Resource Development<br>iv. Reorg #1432 – DO/Ed Services/Resource Development<br>v. Reorg #1433 – DO/Ed Services/Resource Development<br>vi. Reorg #1434 – DO/Ed Services/Resource Development<br>vii. Reorg #1435 – DO/Ed Services/COE<br>viii. Ed Services Reorg Summary | Olson                                          |
| 5. ITS Annual Report Presentation – <b>INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Gonzalez                                       |
| 6. Committee Reports – <b>INFORMATION</b><br>a. Planning & Organizational Effectiveness Committee<br>b. Human Resources Committee<br>c. Fiscal Resources Committee<br>d. Physical Resources Committee<br>e. Technology Advisory Group                                                                                                                                                                                                                                                                                                                                                                                       | Perez<br>Olson<br>Ingram<br>Ingram<br>Gonzalez |

7. Constituent Representative Reports - **INFORMATION**

- a. Academic Senate - SAC
- b. Academic Senate - SCC
- c. Classified Staff
- d. Student Government - SAC
- e. Student Government – SCC

Coyne  
Kubicka-Miller  
Salas  
Velez  
Cudal

Next Meeting:  
November 4, 2024



## Rancho Santiago Community College District District Council Meeting

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### MINUTES August 26, 2024

Members:	Marvin Martinez	Absent
	Enrique Perez	Present
	Iris Ingram	Present
	Kristin Olson	Present
	Annebelle Nery	Present
	Jeannie Kim	Present
	Jesse Gonzalez	Present
	Claire Coyne	Present
	Tara Kubicka-Miller	Present
	Monica Zarske	Present
	Corinna Evett	Present
	Adam Morgan	Present
	Sarah Salas	Present
	Zina Edwards	Present
	Jessica Velez	Present
	Flo Cudal	Present

Guests:	Adam O'Connor	Chi-Chung Keung
	Kennethia Vega	

1. Call to Order/Update
  - a. Vice Chancellor Enrique Perez convened the meeting via Zoom Conference at 1:33 p.m.
2. Approval of Minutes
  - a. It was moved by Ms. Coyne, seconded by Ms. Edwards and carried with abstentions by Ms. Zarske, Ms. Evett, Ms. Kubicka-Miller and Mr. Morgan to approve the minutes of the July 15, 2024 meeting.

3. Approval of 2024-2025 Adopted Budget Assumptions

- a. It was moved by Ms. Coyne and seconded by Ms. Kubicka-Miller to approve the 2024-2025 adopted budget. Asst. Vice Chancellor Adam O'Connor presented highlights of the budget which was being recommended for approval by the Fiscal Resources Committee. Discussion ensued and District Council members received clarification on the information presented. The motion passed unanimously.

4. Approval of Job Descriptions

- a. It was moved by Dr. Kim and seconded by Dr. Nery to approve the Principal Human Resources Analyst job description. Vice Chancellor Kristin Olson presented the updates to the job description. Discussion ensued and District Council members received clarification on the information presented. The motion was revised to approve the job description with the change to number 10 under "Knowledge and Abilities" to reflect a description of the type of software rather than a specific software application. The motion passed unanimously.
- b. It was moved by Dr. Kim and seconded by Ms. Coyne to approve the Principal Investigator job description. Ms. Olson presented the updates to the job description. Discussion ensued and District Council members received clarification on the information presented. The motion was revised to approve the job description with the change to number 7 under "Knowledge and Abilities" to reflect a description of the type of software rather than a specific software application. The motion passed unanimously.

5. Zoom AI Companion Tool

- a. Asst. Vice Chancellor Jesse Gonzalez presented the rationale for the recommendation from the Technology Advisory Group to not utilize the Zoom AI Companion Note Taking Services due to significant concerns regarding privacy and the availability of alternative note-taking solutions. Discussion ensued and District Council members received clarification on the information presented.

6. Committee Reports

- a. Planning and Organizational Effectiveness Committee (POEC)  
Mr. Perez reported that the next meeting will be held on August 28, 2024.
- b. Human Resources Committee (HRC)  
Ms. Olson reported there were no HRC meetings this summer and the next meeting will be held on September 11, 2024 .
- c. Fiscal Resources Committee (FRC)  
Vice Chancellor Iris Ingram reported on the August 21, 2024 meeting. The next meeting will be held September 18, 2024.
- d. Physical Resources Committee (PRC)  
Ms. Ingram reported there was no meeting since the last District Council meeting.
- e. Technology Advisory Group (TAG)  
Mr. Gonzalez reported there was no meeting since the committee was on hiatus for the summer. The next meeting will be held on September 5, 2024.

7. Constituent Representative Reports

- a. Academic Senate/SAC: Ms. Coyne reported on the SAC Academic Senate activities.
- b. Academic Senate/SCC: Ms. Kubicka-Miller reported on the SCC Academic Senate activities.
- c. CSEA: Ms. Salas provided a report on CSEA activities.
- d. Student Government/SAC: Ms. Jessica Velez reported on SAC ASG activities.
- e. Student Government/SCC: Ms. Flo Cudal reported on SCC ASG activities.

Next Meeting:	The next meeting will be held on Monday, October 7, 2024
Meeting Adjourned:	2:20 p.m.
Approved:	October 7, 2024

# Rancho Santiago Community College District ADMINISTRATIVE REGULATION

## Chapter 2 Board of Trustees

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### AR 2510 Participation in Local Decision-Making

#### References

Education Code Section 70902(b)(7);  
Title 5 Sections 53200 et seq, 51023.5, and 51023.7;  
ACCJC Accreditation Standards 4.2 and 4.3 IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)

The Rancho Santiago Community College District utilizes a participatory decision-making structure at both the district and individual college levels. ~~The roles and responsibilities of faculty, staff, and students in these decision-making processes are described in the following documents as well as the board policies and administrative regulations of the district.~~

The Board of Trustees is committed to participatory governance. This regulation is intended to ensure that faculty, students, and staff have the right to participate effectively in the governance of the District. The regulation also ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

- ~~RSCCD District-wide Participatory Governance Structure:~~  
<https://www.rsccd.edu/Departments/Research/Documents/DistrictPlanning/RSCCDPlanningBudgetingProcessesAdopted092412.pdf>
- ~~RSCCD Planning Design Manual:~~  
<https://www.rsccd.edu/Departments/Research/Documents/DistrictPlanning/RSCCDMasterPlanningGuide2013.pdf>
- ~~SAC Shared Governance Committees:~~  
<http://www.sac.edu/committees/Pages/default.aspx>
- ~~SCC Documents:~~  
<http://www.sccollege.edu/CollegialGovernance/Pages/default.aspx>

### ACADEMIC SENATES

#### 1. DEFINITIONS

a. Consult Collegially: The Board of Trustees shall rely on one of the following two consultation methods:

1) Rely primarily upon the advice and judgment of the Academic Senates; and

2) The Board or its representatives and the representatives of the Academic Senates shall have the obligation to attempt to reach mutual agreement.

b. Academic Senates: Organizations whose primary function is, as representative of the faculty, to make recommendations to the administration and governing board with respect to academic and professional matters, outside of collective bargaining.

c. Faculty: Those individuals employed in positions that are not designated as supervisory or management and for which minimum qualifications for employment are specified by the California Community Colleges Board of Governors.

## 2. RESPONSIBILITIES

a. The Board of Trustees shall consult collegially with representatives of the Academic Senates.

b. The Academic Senates shall retain the right to meet with and appear before the Board of Trustees with respect to the views, recommendations or proposals of the Academic Senates.

c. The Board of Trustees shall respond to recommendations of the Academic Senates through either of the following:

1) The Board of Trustees shall elect to rely primarily on the advice and judgment of the Academic Senates for the following policy development:

a) Curriculum, including establishing prerequisites, placing courses within disciplines and student outcomes assessment;

b) Degree and certificate requirements;

c) Grading policies;

d) Standards or policies regarding student preparation and success;

e) Policies for faculty professional development activities;

In instances where the Board of Trustees elects to rely primarily upon the advice and judgment of the Academic Senates and recommendations are not accepted, the Board of Trustees shall communicate the reason in writing to the President of each Academic Senate within 30 days of the decision.

2) Mutual agreement with the Academic Senates

The Board of Trustees shall attempt to reach mutual agreement with the Academic Senates for the following policy development:

a) Educational program development

b) District and college governance structures, as related to faculty roles\*

c) Faculty roles and involvement in accreditation processes, including institutional self-evaluations and annual reports;

d) Processes for program review

- e) Processes for institutional planning and budget development
- f) Other academic and professional matters as mutually agreed upon between the governing board of Trustees and the Academic Senates.

In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board of Trustees may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such instances, in the spirit of collegiality, all parties shall continue to participate in the resolution process.

In the event mutual agreement cannot be reached, the Board of Trustees shall communicate the reasons in writing to the President of each Academic Senate within 30 days of the decision.

### 3. COMMITTEE ASSIGNMENTS

The appointment of faculty members to serve on college or District committees, task forces, or other groups shall be made by the Academic Senates.

## CLASSIFIED PROFESSIONALS (STAFF)

### 1. DEFINITIONS

Non-supervisory classified staff: Shall include all employees in classified positions exclusive of those who are designated management or supervisory.

### 2. RESPONSIBILITIES

- a. The Board of Trustees shall provide classified professionals (staff) the opportunity to participate effectively in district and college governance.
- b. The Board of Trustees shall provide classified professionals (staff) the opportunity to formulate and develop of policies and procedures, and processes for jointly developing recommendations that have or will have a significant effect on staff
- c. Except in unforeseeable, emergency situations, the Board of Trustees shall not take action on matters significantly affecting classified professionals (staff) until the recommendations and opinions of staff are given every reasonable consideration.

### 3. COMMITTEE ASSIGNMENTS

The appointment of classified professionals (staff) to serve on college or District committees, task forces, or other groups that have a significant effect on classified professionals (staff) shall be made by the Classified Senate, or in the absence of a classified senate, the classified employee bargaining unit with a majority, if there is more than one unit in the District.

## STUDENTS

### 1. DEFINITIONS



a. Representative Body of Students: The Associated Student Governments

## 2. RESPONSIBILITIES

a. The Board of Trustees shall provide students the opportunity to participate effectively in district governance.

b. The Board of Trustees will usually not take action on a matter having a significant effect on students until the representative body of students has had the opportunity to participate in the development of recommendations and formulation of policies and procedures.

c. All recommendations and positions developed by the representative body of students shall be afforded every reasonable consideration.

d. District policies that have a significant effect on students include:

- 1) Grading policies;
- 2) Codes of student conduct;
- 3) Academic disciplinary policies;
- 4) Curriculum development;
- 5) Courses or programs which should be initiated or discontinued;
- 6) Process for institutional planning and budget development;
- 7) Standards and policies regarding student preparation and success;
- 8) Student services planning and development;
- 9) Student fees within the authority of the district to adopt; and
- 10) Any other District and college policy, procedure or related matter that the district governing Board of Trustees determines will have a significant effect on students.

## 3. COMMITTEE ASSIGNMENTS

The appointment of students to serve on college or District committees, task forces, or other groups that have a significant effect on students shall be made by the Associated Student Governments.

Responsible Manager: Vice Chancellor of Human Resources

**Adopted: August 31, 2015**

**Revised: xxxxxxxxx, 2024**

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

Number # 1427  
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: DO/Fiscal Services

Manager/Supervisor: Thao Nguyen

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Budget Analyst - (Gira Huegli)	District Senior Budget & Enrollment Analyst

Current annual salary/benefits cost \$ 218,003.32 Proposed annual salary/benefits cost \$ 232,276.78

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): 11-0000-672000-5421 1-2120 (Budget change attached, no cost to colleges)

(Attach necessary budget change forms)

Reason for reorganization:

Please see attachment.

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): Sub Ingram Date: 8/30/2024

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> 9/4/24	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

August 14, 2024

This reorganization request is being submitted to address (i) the full scope of enrollment reporting and analysis, (ii) converting to the new system for reporting FTES, (iii) new state regulatory requirements (iv) increasing institutional, and department needs.

Back in 2010, 14 years ago, the Enrollment Reporting Manager, Grade G, vacated the position and later retired. The important duties and complexities of the Enrollment Reporting Manager's, preparing the district's apportionment attendance reports and obtaining certification, were put in jeopardy with his exit. All his duties were assigned to the Budget Analyst, Gina Huegli. Since then, the Budget Analyst has excelled in this high degree of responsibility, working directly with Information Technology Services on implementation, configuration and functionality of attendance reporting software applications. She has shown and proven true innovation, preparation, and coordination without receiving an upgrade in pay or a change in salary grade. This request is for the change of one (1) Budget Analyst position be upgraded from Grade K to Grade G as well as an update the position title to **District Senior Budget and Enrollment Analyst-Confidential**. This will cover the full scope of the duties.

#### **DISTRICT SENIOR BUDGET AND ENROLLMENT ANALYST-CONFIDENTIAL**

##### **District Senior. Budget, Position and Enrollment Data Analyst-Confidential \$14,273**

- Provides budget position control, monitors the district's and colleges salary and wage allocations
- Prepares, designs, and develops financial analyses, projections and cost analysis, and financial models to identify trends
- Maintain account code structure in accordance with state laws, regulations and districts needs
- Serve as a resource person to district officials with budget management objectives, priorities and collective bargaining decisions.
- Prepares through research and analysis data related to collective bargaining agreements
- Work with Human Resources department to reviews and evaluates proposals for new departments in district
- Plans, organizes, and assist in the development and management of district's budget
- Leads and coordinates the work of district and campus staff members on specific projects
- Imports accounting/payroll data and anticipated budget changes and/or collective bargaining agreement provisions into analysis for executive review and Board of Trustees consideration
- Train, direct and review work of district and campus staff
- Update user guides on online financial systems
- Reviews and verifies district personnel requisitions, vacancies and reorganization request.
- Ensure personnel requisitions are coded consistently and that the proper account codes are used
- Learn and applies emerging technologies to perform duties in an efficient, organized, and timely manner
- Creation of general ledger account codes
- Participate in screening and selection committees
- Provide high-level customer service when interacting with the public, vendors and district staff
- Attend and participate in professional group meetings and various District committees

##### **Enrollment Duties**

- Serves as an integral part of the enrollment collection process
- Plan, organize, and coordinate state apportionment reporting and system software refinements
- Prepare and obtain certification of web based the Apportionment Attendance Report and NOVA Apprenticeship three times yearly

August 14, 2024

- Ensures compliance with reporting requirements and data submission deadlines
- Assist colleges administration in FTES projections and comparisons
- Analyze FTES to achieve campuses and District enrollment goals
- Maintain supporting documentation for reports including the factors for releases flexed time activities and required annualizing calculation
- Participates in the technical design, development, testing, modification, implementation, and maintenance of District-wide computerized enrollment systems in collaboration with outside consultants and other departmental management
- Responds to internal and/or external requests and inquiries regarding enrollment and FTES projections in relation to enrollment data
- Provides highly responsible and complex professional assistance to Vice Presidents of Academic Affairs in areas of expertise
- Work in collaboration with academic divisions, institutional research, and information technology departments to identify data-entry errors, analyze data tables, and trouble-shoot database structures and/or automated calculation issues
- Alerts division administrators to ensure conflicts are resolved especially during enrollment periods and resolves issues affecting faculty load assignments



RSCCD

## 2024-2025 Cost of Position

### COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Budget Analyst		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade K/Step 7	\$ 11,386.813	12	\$ 136,641.76

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	36,961.60	
SOCIAL SECURITY	6.200%	8,471.79	
MEDICARE	1.450%	1,981.31	
UNEMPLOYMENT	0.050%	68.32	
WORKERS COMP	1.500%	2,049.63	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 49,532.65</b>	<b>\$ 49,532.65</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 186,174.41</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		2,530.00	
SOCIAL SECURITY	6.200%	156.86	
MEDICARE	1.450%	36.69	
UNEMPLOYMENT	0.050%	1.27	
WORKERS COMP	1.500%	37.95	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 2,762.77</b>	<b>\$ 2,762.77</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 136,641.76	122.98	
MEDICAL INSURANCE (see below)		28,943.16	
<b>TOTAL INSURANCE COST</b>		<b>29,066.14</b>	<b>\$ 29,066.14</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 218,003.32</b>
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BENEFITS =	\$ 81,361.56
BENEFIT COST AS A PERCENT OF CONTRACT =	59.54%

Admn., Superv/Mang. & Conf.	Max	44,049.23	24,369.00	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

## 2024-2025 Cost of Position

### COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	DISTRICT SENIOR BUDGET AND ENROLLMENT ANALYST-CONFIDENTIAL		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade G/Step 4	\$ 12,259.232	12	\$ 147,110.78

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	39,793.47	
SOCIAL SECURITY	6.200%	9,120.87	
MEDICARE	1.450%	2,133.11	
UNEMPLOYMENT	0.050%	73.56	
WORKERS COMP	1.500%	2,206.66	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 53,327.67</b>	<b>\$ 53,327.67</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 200,438.45</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		2,530.00	
SOCIAL SECURITY	6.200%	156.86	
MEDICARE	1.450%	36.69	
UNEMPLOYMENT	0.050%	1.27	
WORKERS COMP	1.500%	37.95	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 2,762.77</b>	<b>\$ 2,762.77</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months) \$	147,110.78	132.40	
MEDICAL INSURANCE (see below)		28,943.16	
<b>TOTAL INSURANCE COST</b>		<b>29,075.56</b>	<b>\$ 29,075.56</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 232,276.78</b>
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BENEFITS =	\$ 85,166.00
BENEFIT COST AS A PERCENT OF CONTRACT =	57.89%

Admn., Superv/Mang. & Conf.	Max	44,049.23	24,369.00	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

## **BUDGET ANALYST**

### **CLASS SUMMARY**

Under general direction, plans, organizes, coordinates, and assists in the development and management of the District's budgets; leads and coordinates the work of other staff members on specific projects; prepares financial and special reports; prepares, maintains, and analyzes confidential records and other materials related to district fiscal matters and collective bargaining; assumes and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Conducts complex and varied studies appropriate to the development and revision of the district budget and related processes; compiles budget projections and prepares tentative, proposed, and final adopted budgets; maintains direct contact with district staff and cost center managers in budget preparation, implementation, and control; provides budget position control, monitors the district's and the colleges' salary and wage allocations; performs thorough research and analysis and compiles statistical data and materials related to collective bargaining and management of the collective bargaining agreements; serves as a resource person and participant in collective bargaining on behalf of the District as a Confidential employee; assists in day-to-day activities and projects including the budget allocation process, budget administration, budget calendar management, and financial reporting analysis; maintains the budget account structure in accordance with state laws, regulations, and local management needs; controls budget revisions and transfers; prepares intermediate and long-range projections of resources and appropriations; provides information to and otherwise assists designated auditors; recommends policies and procedures for budgeting and cost control; coordinates budget data and related statistical information or documents with local, state, and federal agencies and the State Chancellor's Office; coordinates the work of clerical support staff.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Executive Director of Fiscal Services and coordinates the work of clerical support staff.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Graduation from a recognized college or university with a baccalaureate degree in business administration, accounting or closely related field, or equivalent education, training, and/or experience and three years of recent experience in the preparation and analysis of fiscal

**BUDGET ANALYST cont'd**

operation and budget data is required, preferably in a governmental agency or environment. Additional experience that has demonstrated that the applicant has acquired and successfully applied the knowledge and abilities shown above may be considered.

**Knowledge and Abilities**

**Knowledge of:** methods of budgeting for school districts and colleges; generally accepted accounting principles for school districts and colleges as required by the California Budget and Accounting Manual, the California Education Code, and other governmental regulations; financial analysis and research procedures, modern data processing systems and procedures, administrative analysis techniques, and general principles of supervision, communication, and training; micro computer spreadsheet and word processing software.

**Ability to:** work independently ; manage district budgets and provide assistance in preparation of departmental and program budgets; coordinate budget data input and prepare clear and comprehensive financial reports; implement procedures for specialized budgets; speak and write clearly; communicate effectively; establish and maintain effective working relationships; estimate and understand the effect and impact of governmental rules and regulations; conduct technical analysis; use micro computer spread sheet and word processing software proficiently; utilize departmental personal computer-based and client-server computerized systems; develop and maintain expertise in utilization of General Ledger, General Ledger subsystems, and reporting systems applications and train other users, both individually and in groups, to use such applications; gather and analyze data; reason logically and draw valid conclusions; analyze situations and make appropriate decisions; learn, interpret and apply complex laws, rules, regulations, policies and precedents to budget problems and develop effective solutions; clearly communicate ideas and recommendations; communicate effectively with employees and management regarding budget issues.

**Skills:** communicate effectively with employees and management, especially in those matters associated with the management and control of budgets; organize and prioritize work.



**DISTRICT SENIOR BUDGET AND ENROLLMENT ANALYST-CONFIDENTIAL  
BUDGET ANALYST**

**CLASS SUMMARY**

Under general direction, plans, organizes, coordinates, and assists in the development and management of the District's budgets, ~~leads and coordinates the work of other staff members on specific projects;~~ prepares financial and special reports, prepares, maintains, and analyzes confidential records and other materials related to ~~district~~ fiscal matters ~~and collective bargaining; assumes and performs related duties and responsibilities as required.~~ Assist in the preparation of critical financial information required for collective bargaining planning and cost analysis. Primarily responsible for planning, organizing, coordinating services pertaining to state apportionment reporting and system software refinements.

**REPRESENTATIVE DUTIES**

Conducts complex and varied studies appropriate to the development and revision of the district budget and related processes; compiles budget projections and assists with preparing tentative, proposed, and final adopted budgets; maintains direct contact with district staff and ~~cost center~~ managers in budget preparation, implementation, and ~~position~~ control; ~~provides budget position control,~~ monitors the district's and the colleges salary and wage allocations; performs thorough research and analysis and compiles statistical data and materials related to collective bargaining and management of the collective bargaining agreements; serves as a resource person and participant in collective bargaining on behalf of the District as a Confidential employee; assists in day-to-day activities and projects including the budget allocation process, budget administration, budget calendar management, and financial reporting analysis; ~~assist with~~ maintaining the budget account ~~code~~ structure in accordance with state laws, regulations, and local management needs; work with Payroll, Human Resources and Employee Benefits on related matters; recommends policies and procedures for budgeting and cost control; research and analyzes budget changes, transfers of expenditure, and journal entries for accuracy, completeness, proper authorization, and appropriate support; ~~controls budget revisions and transfers;~~ prepare intermediate and long-range projections of resources and appropriations; provides information to external and internal auditors ~~provides information to and otherwise assists designated auditors; recommends policies and procedures for budgeting and cost control;~~ gathers ~~coordinates~~ budget data and related statistical information and documents ~~for with~~ local, state, and federal agencies and the State Chancellor's Office. ~~coordinates the work of clerical support staff.~~ Serve as an integral part of the enrollment collection process. Plan, organize, and coordinate state apportionment reporting and system software refinements. Prepare and obtain certification of web-based Apportionment Attendance Report and NOVA Apprenticeship. Ensure compliance with reporting requirements and data submission deadlines. Assist college administration in FTES projections and comparisons. Analyze FTES to achieve campuses and District enrollment goals. Maintain supporting documentation for reports including the factors for releases flexed time activities and required annualizing calculation. Participate in the technical design, development, testing, modification, implementation, and maintenance of District-wide computerized enrollment systems in collaboration with outside consultants and other departmental management. Respond to internal and/or external requests and inquiries regarding enrollment data. Work in collaboration with academic divisions, institutional research, and information technology departments to identify data-entry errors, analyze data tables, and trouble-shoot database structures and/or automated calculation issues. Alerts division administrators to ensure conflicts are resolved especially during enrollment periods and resolves issues affecting faculty load assignments.

## **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator. ~~Executive Director of Fiscal Services and coordinates the work of clerical support staff.~~

## **DESIRABLE QUALIFICATIONS GUIDE**

### **Training and Experience**

Graduation from a recognized college or university with a baccalaureate degree in business administration, accounting or closely related field, or equivalent education, training, and/or experience and three years of recent experience in the preparation and analysis of fiscal operation, ~~and budget data is required, preferably in a governmental agency or environment. Additional experience that has demonstrated that the applicant has acquired and successfully applied the knowledge and abilities shown above may be considered and~~ accounting reports. Experience in governmental or fund accounting.

### **Knowledge and Abilities**

**Knowledge of:** Thorough working knowledge of general budgeting processes, principles and procedures of governmental budgeting ~~methods of budgeting for school districts and colleges;~~ Generally Accepted Accounting Principles (GAAP) ~~for school districts and colleges~~ as required by Federal, State and Local laws, the California Budget and Accounting Manual, the California Education Code, ~~the Student Attendance Accounting Manual~~ and other governmental regulations; financial analysis and research procedures, ~~modern data processing systems and procedures,~~ administrative analysis techniques, ~~and general principles of supervision,~~ communication, and training; ~~micro computer spreadsheet and word processing software;~~ operation of computer applications in the management and reporting of financial and attendance data.

**Ability to:** Work independently; manage district budgets and provide assistance in preparation of departmental and program budgets; coordinate budget data input and prepare clear and comprehensive financial reports; implement procedures for specialized budgets; speak and write clearly; communicate effectively; establish and maintain effective working relationships; estimate and understand the effect and impact of governmental rules and regulations; conduct technical analysis; ~~proficiency in Microsoft Excel and Word use micro computer spread sheet and word processing software proficiently;~~ operate modern office equipment, including computers and related software ~~utilize departmental personal computer based and client server computerized systems;~~ develop and maintain expertise in utilization of General Ledger, General Ledger subsystems, and reporting systems applications and train other users, both individually and in groups to use such applications; gather and analyze data; reason logically and draw valid conclusions; analyze situations and make appropriate decisions; learn, interpret and apply complex laws, rules, regulations, policies and precedents to budget problems and develop effective solutions; clearly communicate ideas and recommendations; communicate effectively with employees and management regarding budget and ~~enrollment~~ issues.

**Skills:** communicate effectively with employees and management, especially in those matters associated with the management and control of budgets and enrollment; organize and prioritize work.



## **DISTRICT SENIOR BUDGET AND ENROLLMENT ANALYST-CONFIDENTIAL**

### **CLASS SUMMARY**

Under general direction, plans, organizes, coordinates, and assists in the development and management of the District's budgets, prepares financial and special reports, prepares, maintains, and analyzes confidential records and other materials related to fiscal matters. Assist in the preparation of critical financial information required for collective bargaining planning and cost analysis. Primarily responsible for planning, organizing, coordinating services pertaining to state apportionment reporting and system software refinements.

### **REPRESENTATIVE DUTIES**

Conducts complex and varied studies appropriate to the development and revision of the district budget and related processes; compiles budget projections and assists with preparing tentative, proposed, and final adopted budgets; maintains direct contact with district staff and managers in budget preparation, implementation, and position control; monitors the district's and the colleges salary and wage allocations; performs thorough research and analysis and compiles statistical data and materials related to collective bargaining and management of the collective bargaining agreements; serves as a resource person and participant in collective bargaining on behalf of the District as a Confidential employee; assists in day-to-day activities and projects including the budget allocation process, budget administration, budget calendar management, and financial reporting analysis; assist with maintaining the budget account code structure in accordance with state laws, regulations, and local management needs; work with Payroll, Human Resources and Employee Benefits on related matters; recommends policies and procedures for budgeting and cost control; research and analyzes budget changes, transfers of expenditure, and journal entries for accuracy, completeness, proper authorization, and appropriate support; prepare intermediate and long-range projections of resources and appropriations; provides information to external and internal auditors; gathers budget data and related statistical information and documents for local, state, and federal agencies and the State Chancellor's Office. Serve as an integral part of the enrollment collection process. Plan, organize, and coordinate state apportionment reporting and system software refinements. Prepare and obtain certification of web-based Apportionment Attendance Report and NOVA Apprenticeship. Ensure compliance with reporting requirements and data submission deadlines. Assist college administration in FTES projections and comparisons. Analyze FTES to achieve campuses and District enrollment goals. Maintain supporting documentation for reports including the factors for releases flexed time activities and required annualizing calculation. Participate in the technical design, development, testing, modification, implementation, and maintenance of District-wide computerized enrollment systems in collaboration with outside consultants and other departmental management. Respond to internal and/or external requests and inquiries regarding enrollment data. Work in collaboration with academic divisions, institutional research, and information technology departments to identify data-entry errors, analyze data tables, and trouble-shoot database structures and/or automated calculation issues. Alerts division administrators to ensure conflicts are resolved especially during enrollment periods and resolves issues affecting faculty load assignments.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator.

District Senior Budget and Enrollment Analyst-Confidential

## **DESIRABLE QUALIFICATIONS GUIDE**

### **Training and Experience**

Graduation from a recognized college or university with a baccalaureate degree in business administration, accounting or closely related field, or equivalent education, training, and/or experience and three years of recent experience in the preparation and analysis of fiscal operation, budget data and accounting reports. Experience in governmental or fund accounting.

### **Knowledge and Abilities**

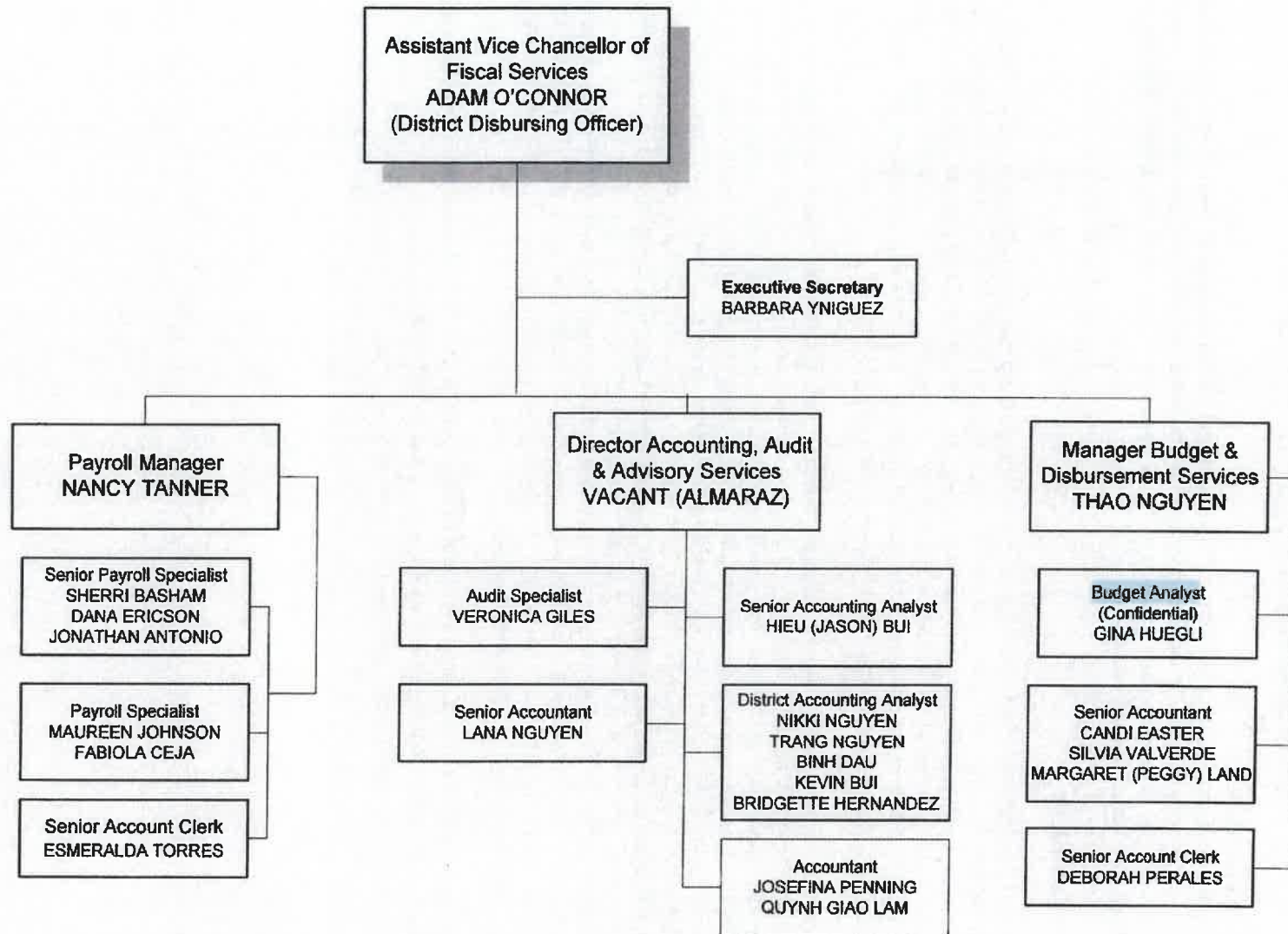
**Knowledge of:** Thorough working knowledge of general budgeting processes, principles and procedures of governmental budgeting; Generally Accepted Accounting Principles (GAAP) as required by Federal, State and Local laws, the California Budget and Accounting Manual, the California Education Code, the Student Attendance Accounting Manual and other governmental regulations; financial analysis and research procedures, administrative analysis techniques, communication, and training; operation of computer applications in the management and reporting of financial and attendance data.

**Ability to:** Work independently; manage district budgets and provide assistance in preparation of departmental and program budgets; coordinate budget data input and prepare clear and comprehensive financial reports; implement procedures for specialized budgets; speak and write clearly; communicate effectively; establish and maintain effective working relationships; estimate and understand the effect and impact of governmental rules and regulations; conduct technical analysis; proficiency in Microsoft Excel and Word; operate modern office equipment, including computers and related software; develop and maintain expertise in utilization of General Ledger, General Ledger subsystems, and reporting systems applications and train other users, both individually and in groups to use such applications; gather and analyze data; reason logically and draw valid conclusions; analyze situations and make appropriate decisions; learn, interpret and apply complex laws, rules, regulations, policies and precedents to budget problems and develop effective solutions; clearly communicate ideas and recommendations; communicate effectively with employees and management regarding budget and enrollment issues.

**Skills:** communicate effectively with employees and management, especially in those matters associated with the management and control of budgets and enrollment; organize and prioritize work.

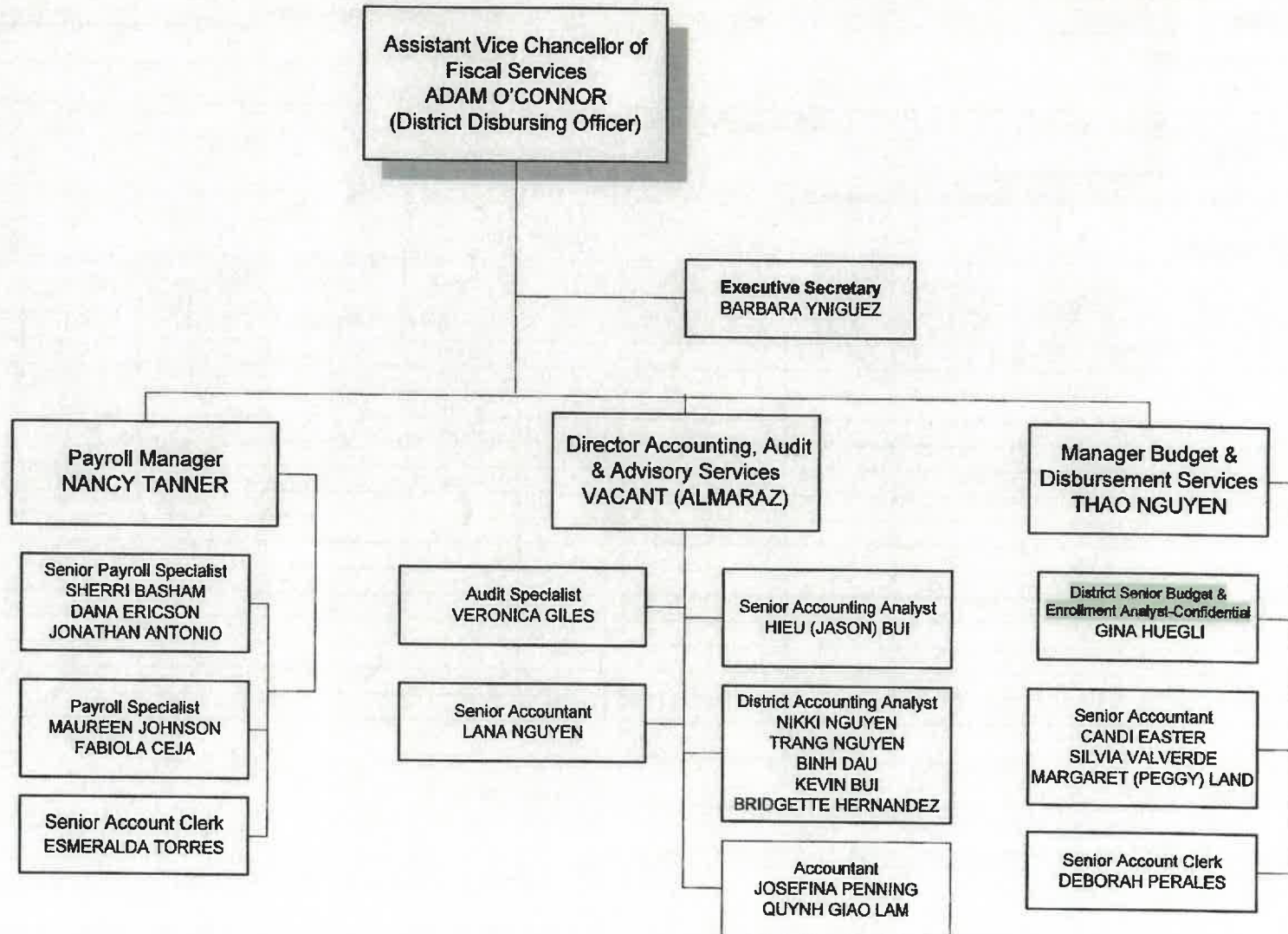
**Rancho Santiago Community College District**  
**BUSINESS SERVICES**  
**FISCAL SERVICES**

**CURRENT**



**Rancho Santiago Community College District**  
**BUSINESS SERVICES**  
**FISCAL SERVICES**

**PROPOSED**





# RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BUDGET CHANGE FORM

Date \_\_\_\_\_

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

Number # 1436  
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 Office/District Safety & Security/Business Services

Manager/Supervisor: Dave Waters, Chief, District Safety & Security

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Clerk Senior Communications Dispatcher (New)

Current annual salary/benefits cost \$ N/A Proposed annual salary/benefits cost \$ 106,130.19

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): This is a request for new funding supported at the POE meeting on August 28, 2024.

(Attach necessary budget change forms)

Reason for reorganization:

DS&S has two Senior Clerk Dispatchers. Both work at SCC which leaves the public window at SAC safety building not staffed. The additional Senior Clerk Dispatcher position will cover the public window at SAC safety building and provide relief if one of the dispatchers is off work.

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):

Jack Eugene

Date:

9/19/2024

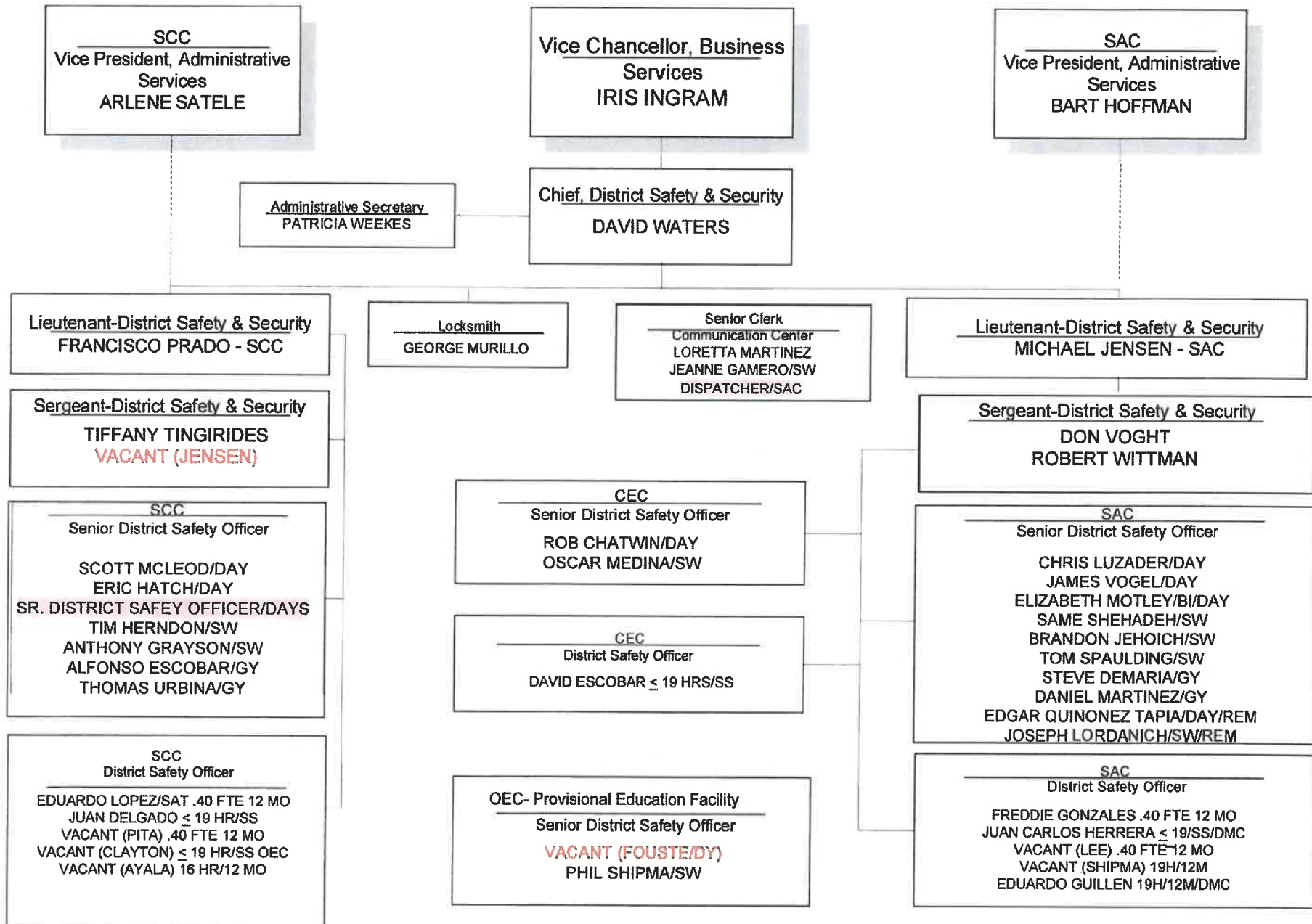
SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u>	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u> <span style="float: right;">TW TN</span>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> <span style="float: right;">dg DG</span>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):



PROPOSED ORG. CHART

Rancho Santiago Community College District  
BUSINESS SERVICES  
SAFETY AND SECURITY

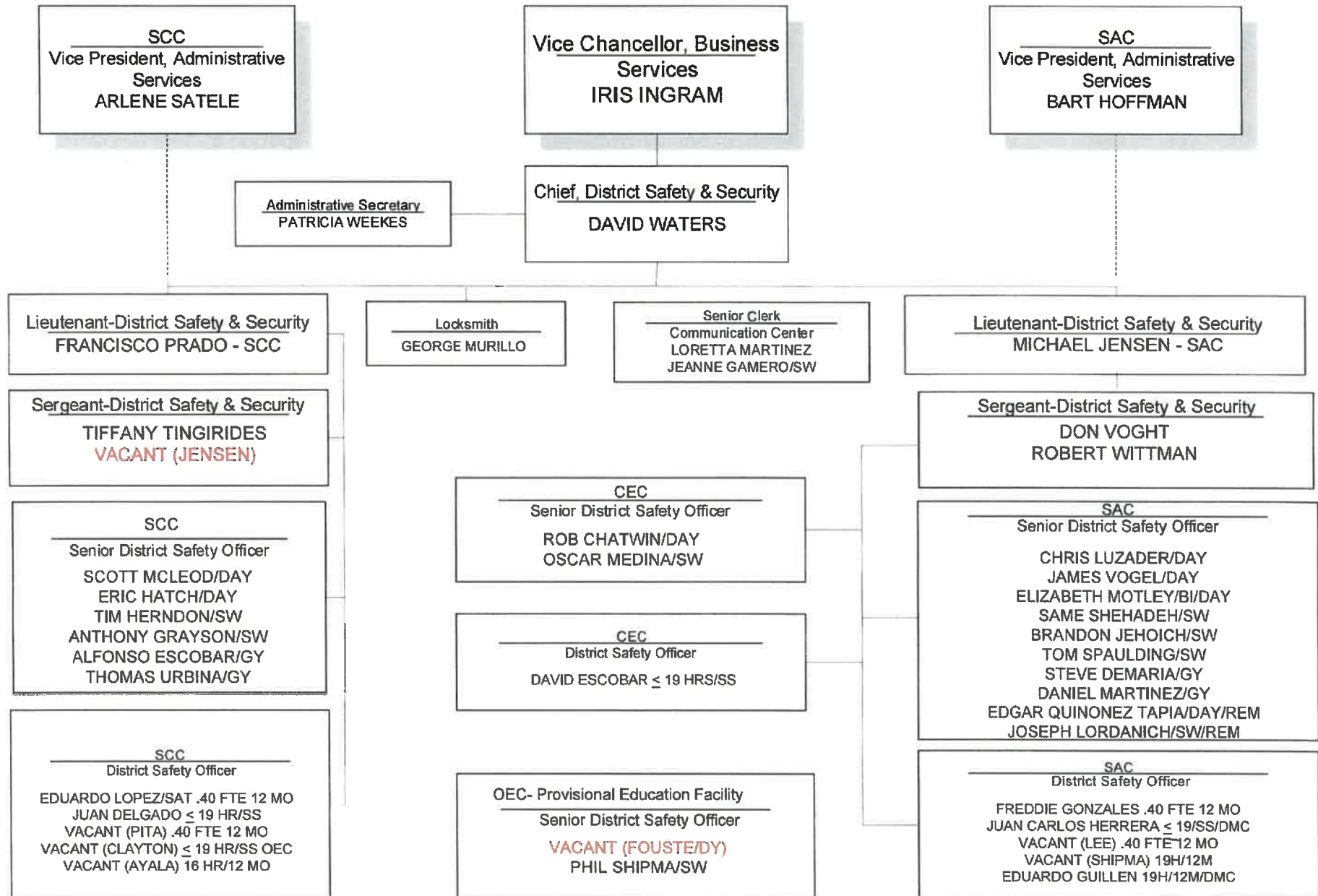
\* Y Rated



**Rancho Santiago Community College District  
BUSINESS SERVICES  
SAFETY AND SECURITY**

**CURRENT ORG. CHART**

\* Y Rated



# RSCCD

## 2024-2025 Cost of Position

### COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Clerk Senior Communications Dispatcher		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade "8", Step 3	\$ 4,952.383	12	\$ 59,428.59

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	16,075.43	
SOCIAL SECURITY	6.200%	3,684.57	
MEDICARE	1.450%	861.71	
UNEMPLOYMENT	0.050%	29.71	
WORKERS COMP	1.500%	891.43	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 21,542.85</b>	<b>\$ 21,542.85</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 80,971.44</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	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 59,428.59	53.49	
MEDICAL INSURANCE (see below)		23,467.26	
<b>TOTAL INSURANCE COST</b>		<b>23,520.75</b>	<b>\$ 23,520.75</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 106,130.19</b>
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BENEFITS =	\$ 46,701.60
BENEFIT COST AS A PERCENT OF CONTRACT =	78.58%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

**SENIOR CLERK/COMMUNICATIONS CENTER DISPATCHER**

**CLASS SUMMARY**

Under direction performs a wide variety of complex clerical and communications work requiring special knowledge and abilities. Requires frequent and responsible public contacts. Coordinates two-way radio dispatcher functions in communications center. Assists in resolution of emergencies (medical, personal, natural disasters), working with a high degree of independent judgment. Accomplishes compilation of monthly crime statistics, with accompanying monthly/annual reports to the director. Dispatches and receives radio message in coordinated order. Performs other related duties as assigned.

**REPRESENTATIVE DUTIES**

Plans, schedules, and performs a wide variety of complex clerical work related to District Safety mission and goals; prepares letters, memoranda, reports, bulletins, handbooks, questionnaires, purchase requisitions, rough drafts of confidential reports and other related materials; maintains and compiles daily/monthly/annual crime statistics for the district; provides analysis and recommendations based upon monthly crime data for the director's review and approval; monitors police scanner to disseminate pertinent information to field District Safety Officers; coordinates district emergency call-in (911) program, gathering critical information and relaying to police and paramedics; dispatches animal control officers for pick-ups; liaison responsibilities with the communications center at local Police Departments; maintains officer availability and status for the district; runs records checks on property, vehicles, and personnel through city computer systems; responsible for coordinating district's parking citation program, logging, counting, proofing, assembling, and forwarding citations to the final processing agency; sends and receives fax messages from agencies; maintains daily log of all activities connected with the District Safety Department, i.e., accidents, crimes, injuries; performs miscellaneous typing and filing; coordinates district's lost and found program, logging in all items and contacting appropriate parties for retrieval of lost items; trains other safety staff in two-way radio and computer operations; relieves Senior Clerk during vacations, preparing and organizing staff schedules, finding replacements for staff vacancies, preparing purchase requisitions.

**ORGANIZATIONAL RELATIONSHIPS**

This class reports to the Director of District Safety and Senior Officers of the watch. Workload may be shared by the part-time Senior Clerk assigned to the department.

**SENIOR CLERK/COMMUNICATIONS CENTER DISPATCHER cont'd**

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

High School diploma or equivalent and at least three years of keyboarding, office technology training and/or clerical work experience.

**Knowledge and Abilities**

Knowledge of: district policies and procedures; college emergency procedures manual, two-way radio system and radio codes; locations of local law enforcement agencies and their relationship to the criminal justice systems.

Ability to: assemble and analyze district crime data; comprehend and speak English; forward messages to law enforcement and emergency personnel concisely and succinctly; react with sound judgment under stress of multiple assignments; accurately process parking citations in a timely manner; determine and apply procedures for handling unique and emergency situation; operate coin counting machinery; deal with the public; resolve discrepancies and disputes through conflict mediation and control; utilize good interpersonal relations skills; exercise good judgment and memory for details; maintain complex clerical records and prepare comprehensive reports; interpret rules and regulations, policies and procedures; operate office equipment including personal computer and word processing software; interpret district alarm system, burglar alarms, fire alarms, intrusion alarms, simplex system, emergency telephone call boxes, perform first aid and CPR.

Required Licenses and Certifications: Within 90 days of employment in this class, satisfactory completion of a 16 hour specialty course in two-way radio dispatching and receiving; within 90 days of employment current and continuous certifications in first aid and CPR.

Skills: Must complete keyboarding, clerical (filing and checking) and software skills evaluations. Screening Committee will use results as one of the selection criteria.



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
REORGANIZATION REQUEST FORM

Number # 1437  
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 Office/District Safety & Security/Business Services

Manager/Supervisor: Dave Waters, Chief, District Safety & Security

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	District Safety Officer Senior (New)

Current annual salary/benefits cost \$ N/A Proposed annual salary/benefits cost \$ 127,150.94

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): This is a request for new funding supported at the POE meeting on August 28, 2024.

(Attach necessary budget change forms)

Reason for reorganization:

The additional officer would ensure two Senior District Safety Officers will be on duty at each of the main campuses during class hours. This position will also cover a small portion of the relief factor we need in District Safety. Lowering the use of overtime required to backfill open shifts due to officer's use of paid time off.

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): Sub Program

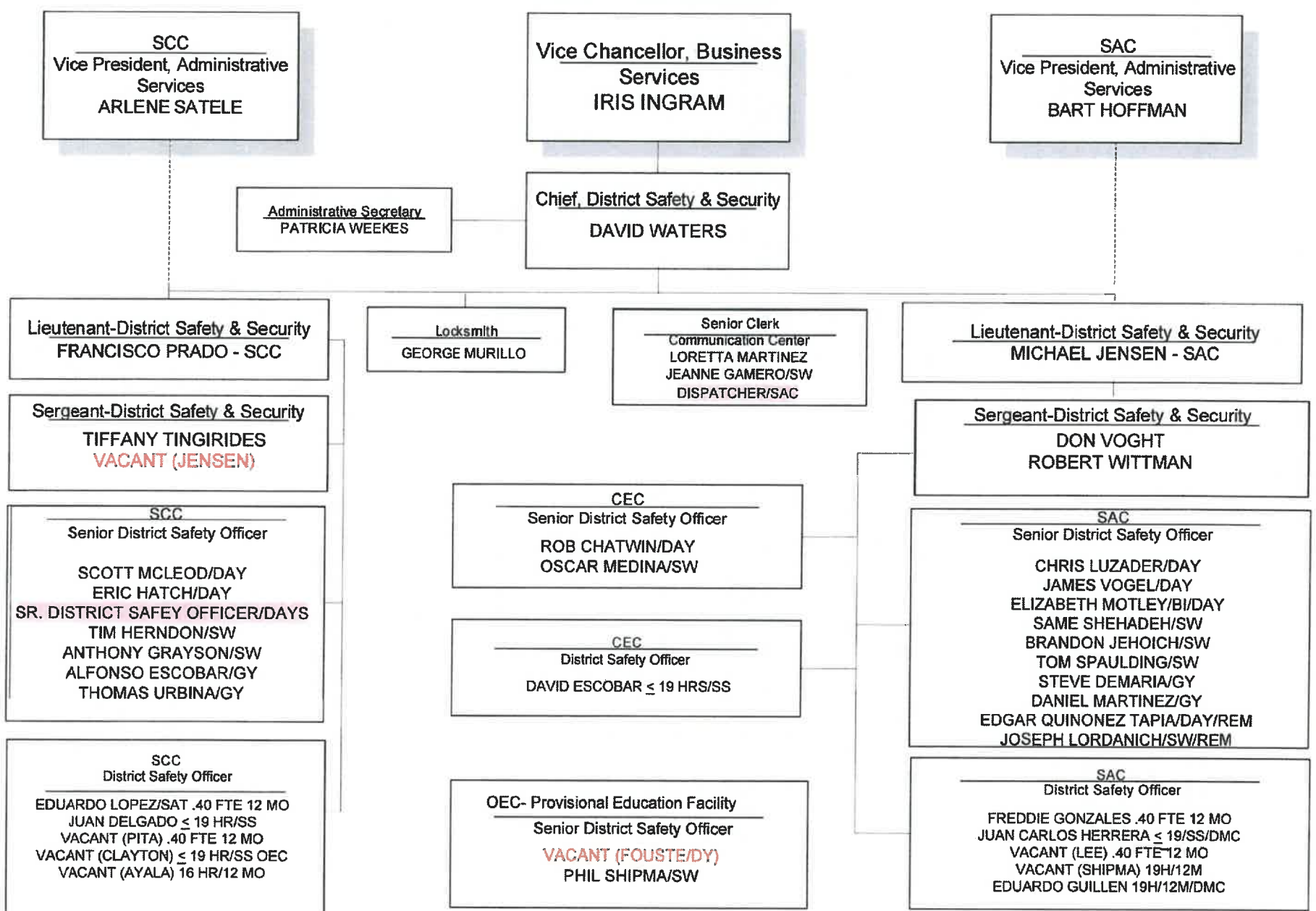
Date: 9/19/2024

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u>	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u> <span style="float: right;">TN</span>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> <span style="float: right;">DG</span>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

# PROPOSED ORG. CHART

## Rancho Santiago Community College District BUSINESS SERVICES SAFETY AND SECURITY

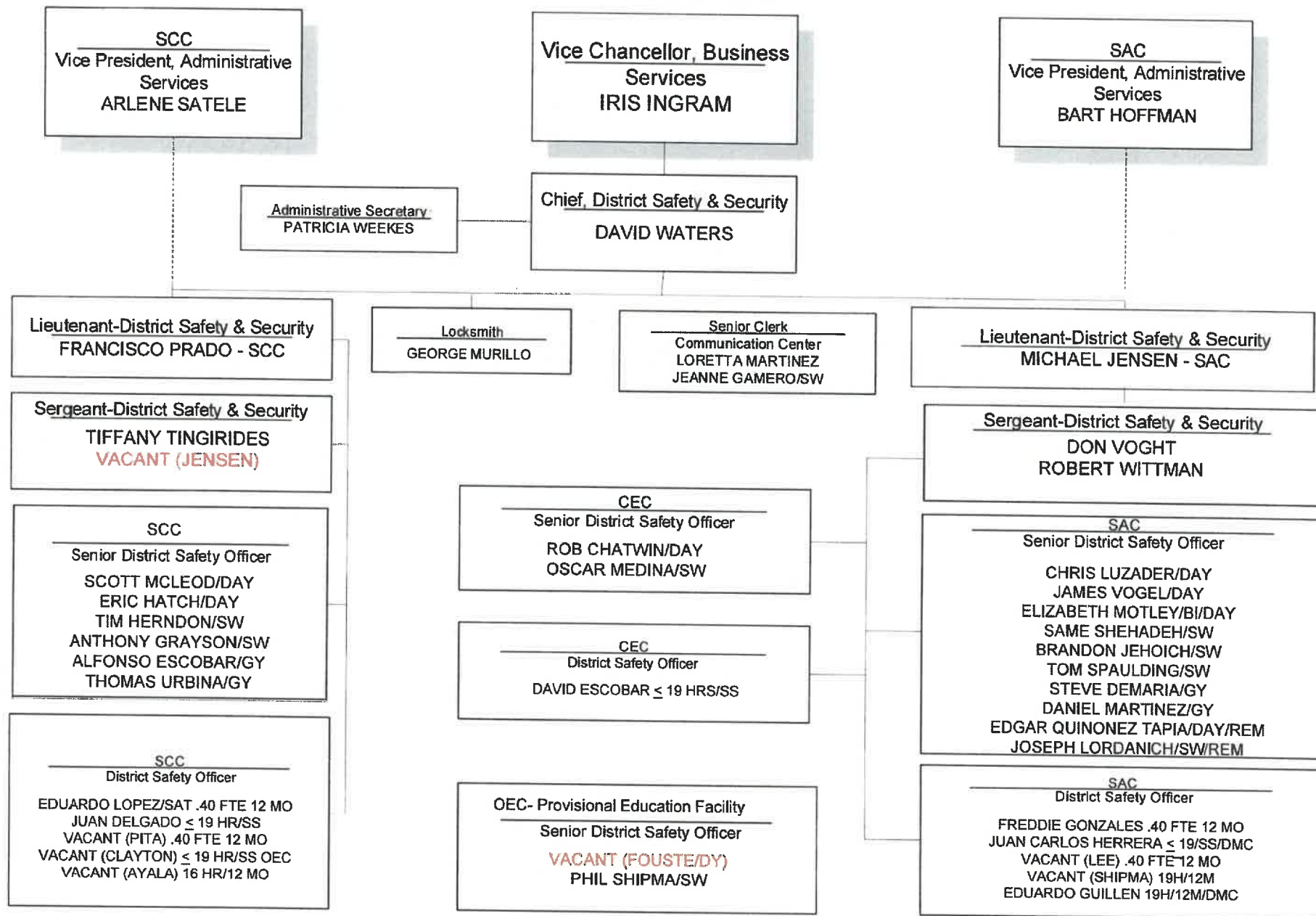
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**Rancho Santiago Community College District  
BUSINESS SERVICES  
SAFETY AND SECURITY**

**CURRENT ORG. CHART**

\* Y Rated





# RSCCD

## 2024-2025 Cost of Position

### COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	District Safety Officer Senior		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade "13", Step "3"	\$ 6,237.207	12	\$ 74,846.48

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	20,245.97	
SOCIAL SECURITY	6.200%	4,640.48	
MEDICARE	1.450%	1,085.27	
UNEMPLOYMENT	0.050%	37.42	
WORKERS COMP	1.500%	1,122.70	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 27,131.84</b>	<b>\$ 27,131.84</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 101,978.32</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	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 74,846.48	67.36	
MEDICAL INSURANCE (see below)		23,467.26	
<b>TOTAL INSURANCE COST</b>		<b>23,534.62</b>	<b>\$ 23,534.62</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 127,150.94</b>
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BENEFITS =	\$ 52,304.46
BENEFIT COST AS A PERCENT OF CONTRACT =	69.88%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

SENIOR DISTRICT SAFETY OFFICER  
(ARMED)

CLASS SUMMARY

Under assigned supervision and direction of a Sergeant or Lieutenant performs duties related to maintenance of safety and security of District facilities, grounds, materials, and equipment; ensures the safety and protection of students, staff and visitors; performs related duties as assigned and required. Directs District Safety Officers on all shifts at district educational sites and periodically monitors activities without officer supervision.

REPRESENTATIVE DUTIES

Monitors district activities and provides security at all campus sites and satellite locations.. Directs the activities of District Safety Officers at those sites: collects logs, reports and incident reports; provides training and coordinates earthquake evacuation drills; develops coordinated security patrols of all evening sites, maintaining a comprehensive schedule to meet with instructors and students; Responds to radio and/or telephonic calls for routine and/or emergency assistance in both criminal and non-criminal matters. Deters and prevents unlawful behavior. Prepares incident and crime reports. Carries firearms and works under direct supervision of a Sergeant or Lieutenant. Prepares logs, reports and incident reports; Patrols on foot and in vehicles; inspects and checks security of doors, windows and equipment; reports presence of unauthorized persons on grounds or in buildings; renders first aid as required; controls parking and directs traffic on district property; directs students and visitors and provides information; inspects facilities to identify fire hazards; takes immediate action to reduce danger and prevent possible damage when leaks or malfunctions in electrical, plumbing, heating or other equipment are detected; prepares written reports on accidents, fires, property damage, safety hazards, thefts, intrusions; writes citations; provides security for events; checks weekly calendar of events in order to assist in locking/unlocking doors; assists sworn police officers when requested to do so; participates in crime prevention programs, including presentations to students and staff; provides escorts for students and staff as needed for the transportation of monies; operates two-way radios to communicate with base station and other officers; provides general information and assistance to the public; performs safety inspection of all facilities; attends in-service training programs; performs other related duties as assigned.

Provides direction to assigned shifts, seeing that work is organized and completed with a minimum of errors. Responsible for activities, events and special orders occurring on the shift; proper condition and order of reports, logs, equipment and vehicles; assignment and direction of officers on shift; supervision or oversight of district security operations; contacts with law enforcement agencies (liaison) and participation in required departmental training and/or meetings.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class reports to the designated supervisor and direct District Safety Officers on any assigned shift. May be assigned to any shift, including weekends, swing and graveyard shifts. Works independently in the absence of supervision, making decisions in the best interests of the district. Activities will be monitored by the Chief, District Safety & Security on a periodic basis.

SENIOR DISTRICT SAFETY OFFICER cont'd  
(ARMED)

DESIRABLE QUALIFICATIONS GUIDE

**Training and Experience:**

Graduation from high school (or G.E.D.) and completion of P.O.S.T. approved School Security or Campus Law Enforcement course, (S.B. 1626), or School Peace Officer course including necessary state and department mandated firearm courses (PC 832 Powers of arrest and search with Firearms component). Current certification in First Aid and CPR. Training in chemical agents, including pepper spray and baton (defensive impact weapon). Possession of a valid California Driver's License with a driving record that meets the standards established by the District.

**Knowledge and Abilities:**

Knowledge of: district policies and procedures; first aid, CPR, chemical agents (mace) and baton; basic methods of plant protection; procedures and practices necessary to ensure the safety of students, staff and the public; location of utility controls and "shut-off" valves in the buildings;; various types of fire extinguishers and their correct usage; pertinent provisions of ordinances and regulations of the County of Orange, and Education Code, and the Penal Code of California pertaining to the guarding and security of buildings and grounds and relating to theft and illegal entry into district property; hazards involved in security work.

Ability to: act quickly and with good judgment; deal tactfully with others; patrol property effectively and detect and prevent damage, theft, and trespassing; make informed and timely decisions in emergency situations; write required reports clearly and concisely, work effectively with district personnel, students, the public and local fire and police officers; resolve problems or quickly contact the proper authority for assistance; communicate effectively, both orally and in writing; operate district vehicles safely; utilize emergency equipment, including fire extinguishers; learn the district disaster plan and explain procedures to others;; serve as liaison with all local law enforcement and safety personnel (police, fire, marshals, deputies, parking control). Must be physically fit, and pass written, oral and psychological background testing.

**Required Licenses and Certifications:** Possession of a valid California Driver's License with a driving record that meets the minimum standards established by the District's insurance carrier; certification by an authorized agency the completion of a school security and laws of arrest course (SB 1626/CA Ed Code 72330.5) or PC 832.2 school peace officer course, state and department mandated firearm courses and First Aid, and CPR. Certification in chemical agents and baton are required only if carried while on duty. Must physically fit, and pass written, oral and background testing.

**REORGANIZATION REQUEST FORM**

Number # 1428

*Assigned by Human Resources*

Use this form and the reorganization process to make a permanent personnel change in your program or department.  
If additional documentation is necessary, please attach additional pages.

Site/Department/Division: District Office/Child Development Services/ Education Services

Manger/Supervisor: Janneth Linnell

Position(s) affected

CURRENT POSITION	PROPOSED POSITION
Administrative Secretary	Executive Secretary

Current annual salary/benefits cost \$ 114,013

Proposed annual salary/benefits cost \$ 149,601

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

RESTRICTED FUNDS ☒

GENERAL FUNDS ☐

Source of funding (account numbers): 33-2120-692000- 53321-2130 & 33-2150-692000-53321-2130

*(Attach necessary budget change forms)*

**Reason for reorganization**

Please see attached.

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 ☐

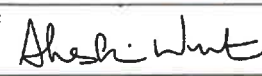



If yes, please explain below.

**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 (Signature/Date): <u></u>	Resource Development (Signature/Date): <u></u>
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u></u> <span style="float: right;">DG</span>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u></u> <span style="float: right;">DG</span>
CSEA (Signature/Date):	CSEA (Signature/Date):

**Reason for reorganization:**

The administrative secretary now plays a critical role in coordinating essential functions for a district-wide department spanning six sites, including both colleges, adult education centers, the district office, and local K-12 schools. As the department has grown to include more lab schools, over 200 employees, and an increasing number of grants, the scope of this position has expanded significantly. The current administrative secretary has taken on responsibilities far beyond the original job description, with duties that align with those of an executive secretary. These include coordinating HR onboarding, maintaining official and confidential files for all CDS apprentices and staff, drafting complex reports, compiling and verifying data for district-wide specialized programs and grants such as the Early Childhood Education Apprenticeship Program (ECEAP) and the Child and Adult Care Food Program (CACFP), preparing Board of Trustees items, tracking and managing procurement for large department, leading the coordinated work of all other department clerical staff that includes seven administrative clerks, and overseeing payroll for all employees. This list represents only a portion of her extensive duties, underscoring the need to reclassify the position to accurately reflect the level of expertise and responsibility it now requires.

## **EXECUTIVE SECRETARY**

### **CLASS SUMMARY**

Under administrative direction – coordinates communications for key administrative offices responsible for multiple College – wide and/or District – wide functions; provides office assistance in specialized operations; researches and compiles data and information, and drafts complex reports; maintains schedules requiring coordination with other offices; may lead, coordinate the work of, and train other office workers; and performs related duties and responsibilities as required and assigned.

### **REPRESENTATIVE DUTIES**

Organizes and coordinates the flow of activities through the office in relation to priorities, schedules, and deadlines; coordinates communications flow by answering questions, obtaining and relaying information, analyzing mail, buffering interruptions, initiating calls and composing correspondence; drafts written materials from general instructions, prepares reports and agenda items for the Board of Trustees meetings, and for administrative controls; maintains official and confidential files and records. Monitors office budget and maintain appropriate fiscal records; makes appointments and coordinates administrator's calendar.

Compiles and checks data and information for a wide variety of specialized projects; obtains information for insurance, contracts, service contracts, and similar processes; compiles data for governmental reports.

Coordinates activities with other offices, elicits cooperation and may assist other desks; cooperates with faculty, staff, students and general public by explaining procedures and guidelines; leads, coordinates the work of clerical staff; may supervise and trains student workers; may attend committee meetings and record minutes; may participate on committees; applies judgment in handling questions or problems in absence of administrator.

### **ORGANIZATIONAL RELATIONSHIPS**

Positions in this class report to administrators in offices having the broadest College/District – wide, line and staff responsibilities. These positions apply technical, legal and policy procedures regularly, work under schedules and pressures, and maintain smooth and efficient operating relationships among several activities, and other offices and staff.

Some coordination of communications among secretarial and clerical classes in the offices subordinate to the administrator-in-charge is also an expected responsibility for this class.

**EXECUTIVE SECRETARY cont'd**

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Any combination of education and experience equivalent to one year of college level training in office management or a similar field; and five years of responsible office/secretarial experience, including one year of experience equivalent to Administrative Secretary in this District/College.

**Knowledge and Abilities**

Thorough Knowledge of: English grammar, spelling, filing, and arithmetic; modern office methods, procedures, terms and equipment; office management practices.

Good Knowledge of: principles and practices of training, supervision and coordination of office workers; principles of recordkeeping and data compilation; principles of public relations related to office operations.

Knowledge of: the State Education Code and District rules, regulations, and policies relating to the District's operation and administration.

Ability to: do a wide variety of difficult and complex office work involving independent judgement; adapt office procedures and details to changing needs and requirements; compile statistical data and information for reports; effectively meet the public in situations requiring tact, poise, and understanding; follow oral and written directions; read, understand, and apply and explain technical policies and materials; work cooperatively and effectively with instructors, administrators and public; organize an office involved in multiple programs; operate a variety of office equipment including personal computers and a variety of word processing/business applications.

**Skills:** Must complete keyboarding, proofreading, letter set up, secretarial and software skills evaluation. Screen committee will use results as one of the selection criteria.



## **ADMINISTRATIVE SECRETARY**

### **CLASS SUMMARY**

Under administrative direction – performs secretarial duties and a variety of specialized word processing; organizes office activities, files, and records; coordinates communications for an administrative office; and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Performs secretarial duties such as receiving visitors and incoming calls; schedules meetings and appointments; performs varied and specialized document preparation, including letters, memos, reports, requisitions, and statistical materials; prepares materials in good format for reproduction; prepares confidential materials; may compose standard letters from general instructions; operates office machines and equipment, such as calculators, fax machines, photocopying and personal computers; posts data and information to files and records accurately; checks documents for completeness, accuracy, and conformance to proper procedure.

Organizes office activities including filing systems, record-keeping systems, schedules and calendars; may train, lead and coordinate the work of clerical assistants; compiles data and information from files and records.

Coordinates office communications; keeps administrator(s) informed; receives telephone calls, takes messages, and relays information accurately; orders and issues office supplies; schedules appointments; receives and distributes mail, maintains departmental budget and monitors expenditures.

### **ORGANIZATIONAL RELATIONSHIPS**

Positions in this class report to administrators in offices responsible for major activities in instructional or support areas.

This class differs from Executive Secretary in that office responsibilities are for activity areas, rather than major line and staff functions for the District and/or College.



ADMINISTRATIVE SECRETARY (cont'd)

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Any combination of education and experience equivalent to one year of college level training in office management or a similar field and three years of responsible office experience including one year of experience equivalent to an Administrative Clerk in this District/College.

**Knowledge and Abilities**

Thorough Knowledge of: English, grammar, spelling, and punctuation.

Good Knowledge of: filing and filing systems; record-keeping and records systems; arithmetic; modern office methods, procedures, terms and equipment.

Knowledge of: the principles and practices of supervision and training.

Ability to: make arithmetic calculations rapidly and accurately; operate office equipment including personal computers and a variety of word processing/business applications; read and understand technical rules, regulations, policies, and materials; lay out and perform clerical work, involving judgment, maturity and accuracy; establish and maintain effective relationships with instructors, students, and others; train and lead part-time student helpers and clerical staff.

Skills: Must complete keyboarding, proofreading, letter set up, secretarial and software skills evaluation. Screen committee will use results as one of the selection criteria.

RSCCD

## 2024-2025 Cost of Position

### COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Administrative Secretary		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 12 / Step 6	\$ 6,868.582	12	\$ 82,422.98

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	22,295.42	
SOCIAL SECURITY	6.200%	5,110.22	
MEDICARE	1.450%	1,195.13	
UNEMPLOYMENT	0.050%	41.21	
WORKERS COMP	1.500%	1,236.34	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 29,878.32</b>	<b>\$ 29,878.32</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 112,301.30</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	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 82,422.98	74.18	
MEDICAL INSURANCE (see below)			
<b>TOTAL INSURANCE COST</b>		<b>74.18</b>	<b>\$ 74.18</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 114,013.48</b>
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BENEFITS =	\$ 31,590.50
BENEFIT COST AS A PERCENT OF CONTRACT =	38.33%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

# RSCCD

## 2024-2025 Cost of Position

### COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Executive Secretary		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 17 / Step 6	\$ 9,043.802	12	\$ 108,525.62

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	29,356.18	
SOCIAL SECURITY	6.200%	6,728.59	
MEDICARE	1.450%	1,573.62	
UNEMPLOYMENT	0.050%	54.26	
WORKERS COMP	1.500%	1,627.88	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 39,340.53</b>	<b>\$ 39,340.53</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 147,866.15</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	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 108,525.62	97.67	
MEDICAL INSURANCE (see below)			
<b>TOTAL INSURANCE COST</b>		<b>97.67</b>	<b>\$ 97.67</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 149,601.82</b>
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BENEFITS =	\$ 41,076.20
BENEFIT COST AS A PERCENT OF CONTRACT =	37.85%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

**Rancho Santiago Community College District  
EDUCATIONAL SERVICES  
DISTRICT CHILD DEVELOPMENT SERVICES**

CURRENT 2024-25

Director Quality Assurance  
MY LE PHAM

Executive Director Child  
Development Services  
JANNETH LINNELL

Administrative Secretary  
AIDA GUADARRAMA/BII

Accountant  
AMY TRAY

**Santa Ana College  
Early Childhood Education Center**

Director II  
JERELYN COWAN

Director I  
MARIA CASTELLON

Master Teacher

IMELDA INIQUEZ	MADELINE MALIKA
VY LE	LYN RACCA
PAZ JORQUERA	WENDI EVANS
JUANA ESCALERA	SANDRA SANCHEZ
BRISAYDA WITRON	
ALMA SAMANO	
CRISTINA LEMUS	

Teacher  
ELVIA PEREZ ZUNIGA

Administrative Clerk  
ISABEL MATA/BII

CDC Cook/Nutrition Specialist  
RAFAELA GAYTAN

Food Service Aid  
VACANT (REORG 790) 47.5% / 11 mo  
VACANT (REORG 790) 47.5% / 11 mo

**Santa Ana College  
Centennial Child Development Center**

Director I  
SUSAN WAHL

Master Teacher  
YOLANDA GASCA  
ELDA ORTIZ  
MARINA SWIFT

Teacher (4)  
VACANT  
VACANT  
VACANT  
VACANT

Administrative Clerk  
LILIA GARCIA /BII.

CDC Cook/Nutrition Specialist  
VACANT

Food Service Aid 47.5% 11 Mo  
VACANT

**RSCCD-MIT CDC**

Master Teacher/Site Supervisor  
XIMENA PACHECO  
Master Teacher/Site Supervisor  
JULIETA ABRAMOVITZ

**RSCCD-VALLEY CDC**

Master Teacher/Site Supervisor  
JACQUELINE KARTER  
Master Teacher  
JULISA COVARUBIAS

**Santiago Canyon College  
Child Development Center**

Director I  
ENRIQUETA ISAIS

Master Teacher  
KATHLEEN MC CANN  
ERIKA CHAVEZ  
SOONA KIM  
VANESSA CASTELLON

Administrative Clerk/Bil.  
ALEJANDRA FELICIANO

CDC Cook/Nutrition Specialist  
MARIA FABIOLA CARINO

**Remington Child  
Development Center**

Director I  
ZEFERINA GONZALEZ

Master Teacher  
PAOLAGARCIA  
YOLANDA AGUILERA  
CYNTHIA GRAJEDA  
TERESA NICHOLS  
DAISY CASTANEDA

Administrative Clerk CLAUDIA  
LOZADA/BII

CDC Cook/Nutrition Specialist  
VACANT

**Santiago Canyon College  
Orange Education Center**

Director I  
(VACANT)

Master Teacher (4)  
VACANT ( JOSEPH) (SCC)  
LYN RACCA (SAC)  
VACANT ( RUIZ) (SCC)

Teacher  
VACANT( PEIRANO)  
VACANT (WAUGH)

Administrative Clerk/Bil.  
CLAUDIA LOZADA (SAC EAST)

CDC Cook/Nutrition Specialist  
VACANT (A GARCIA) .75 FTE/12 MO  
(SAC EAST)

**Early Head Start**

EHS Coordinator/ FT  
VACANT (Reorg 633)  
VACANT (Reorg 633)

Assc Dir II  
JENNIFER PRUZNICK C  
CONNIE VAN

Master Teacher  
CATHERINE CANDELA SANDRA  
SANTAMARIA  
ISELA CERVANTES  
ANA FREGOSO

Administrative Clerk  
VACANT (AVALOS)BII  
CRISTINA SALDANA/BII  
ALICIA RAMIREZ/BII  
VERONICA CHAVEZ/BII

**Rancho Santiago Community College District  
EDUCATIONAL SERVICES  
DISTRICT CHILD DEVELOPMENT SERVICES**

PROPOSED

Director Quality Assurance  
MY LE PHAM

Executive Director Child  
Development Services  
JANNETH LINNELL

Executive Secretary  
AIDA GUADARRAMA/BII

Accountant  
AMY TRAY

**Santa Ana College  
Early Childhood Education Center**

Director II  
JERELYN COWAN

Director I  
MARIA CASTELLON

Master Teacher

IMELDA INIQUEZ	MADELINE MALIKA
VY LE	LYN RACCA
PAZ JORQUERA	WENDI EVANS
JUANA ESCALERA	SANDRA SANCHEZ
BRISAYDA WITRON	
ALMA SAMANO	
CRISTINA LEMUS	

Teacher  
ELVIA PEREZ ZUNIGA

Administrative Clerk  
ISABEL MATA/BII

CDC Cook/Nutrition Specialist  
RAFAELA GAYTAN

Food Service Aid  
VACANT (REORG 790) 47.5% / 11 mo  
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Centennial Child Development Center**

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Master Teacher  
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ELDA ORTIZ  
MARINA SWIFT

Teacher (4)  
VACANT  
VACANT  
VACANT  
VACANT

Administrative Clerk  
LILIA GARCIA /BII.

CDC Cook/Nutrition Specialist  
VACANT

Food Service Aid 47.5% 11 Mo  
VACANT

**RSCCD-MIT CDC**

Master Teacher/Site Supervisor  
XIMENA PACHECO  
Master Teacher/Site Supervisor  
JULIETA ABRAMOVITZ

**RSCCD-VALLEY CDC**  
Master Teacher/Site Supervisor  
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Master Teacher  
JULISA COVARUBIAS

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VANESSA CASTELLON

Administrative Clerk/BII.  
ALEJANDRA FELICIANO

CDC Cook/Nutrition Specialist  
MARIA FABIOLA CARINO

**Santiago Canyon College  
Orange Education Center**

Director I  
(VACANT)

Master Teacher (4)  
VACANT ( JOSEPH) (SCC)  
LYN RACCA (SAC)  
VACANT ( RUIZ) (SCC)

Teacher  
VACANT( PEIRANO)  
VACANT (WAUGH)

Administrative Clerk/BII.  
CLAUDIA LOZADA (SAC EAST)

CDC Cook/Nutrition Specialist  
VACANT (A GARCIA) .75 FTE/12 MO  
(SAC EAST)

**Remington Child  
Development Center**

Director I  
ZEFERINA GONZALEZ

Master Teacher  
PAOLAGARCIA  
YOLANDA AGUILERA  
CYNTHIA GRAJEDA  
TERESA NICHOLS  
DAISY CASTANEDA

Administrative Clerk CLAUDIA  
LOZADA/BII

CDC Cook/Nutrition Specialist  
VACANT

**Early Head Start**

EHS Coordinator/ FT  
VACANT (Reorg 633)  
VACANT (Reorg 633)

Assc Dir II  
JENNIFER PRUZNICK C  
CONNIE VAN

Master Teacher  
CATHERINE CANDELA SANDRA  
SANTAMARIA  
ISELA CERVANTES  
ANA FREGOSO

Administrative Clerk  
VACANT (AVALOS)BII  
CRISTINA SALDANA/BII  
ALICIA RAMIREZ/BII  
VERONICA CHAVEZ/BII

**Signature:**

**Email:** martinez\_marvin@rscdd.edu



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

Number # 1429

*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: DO/ITS/ED Services

Manager/Supervisor: Dane Clacken

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
	Network Specialist III

Current annual salary/benefits cost \$ N/A Proposed annual salary/benefits cost \$ \$167,957.02

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): Colleges agreed to use one-time money for 24-25(fund 13)& add to the budget assumptions for 25-26  
(Attach necessary budget change forms)

Reason for reorganization:

Cyber security and building systems demands are driving the need for additional staffing within the Infrastructure team. The State CO now requires annual data security remediation reports and ongoing risk assessments. Most of the issues found in risk assessments require a systems technician to resolve them. In addition, several building infrastructure technologies have been or will be expanding and growing. This includes swipe card door access control, building management and video surveillance. The growth of these systems is enough to require a full time resource, while the ITS infrastructure team has not gotten any additional capacity for close to 10 years.

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): Enrique Perez Date: Sep 17, 2024

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



**Jesse Gonzalez**  
Assistant Vice Chancellor  
Information Technology  
Services

# Current

**Lynn Nevils**  
Executive Secretary

**Adam Howard**  
Director Enterprise  
Applications Services

**Bay Dinh**  
**Anas Elhadidy**  
**Paul Hwang**  
**Michael Le**  
**Cecilia Schultz**  
Applications Specialist  
IV

**Howard Chau**  
**Noelle Dassler**  
**Carlos Guzman**  
**Veni Herrera**  
**Ciprian Mitocariu**  
**Michael Ward**  
Applications Specialist III

**Elisabeth Chavez**  
**Hugh Hoang**  
Business Systems Analyst

**Dane Clacken**  
Director Technology  
Infrastructure &  
Support Services

**Ruben Hernandez**  
Information Security  
Specialist

**Vacant**  
Cloud Computing  
Specialist

**Dave Heidt**  
**Ray Maa**  
Network Specialist IV

**Ryan Carroll**  
**Jason Palmer**  
Network Specialist III

**Ken Borboa**  
**Fernando Lammoglia**  
Network Specialist II

**Wayne Corral**  
Technical Specialist I

**Nico Fulgencio**  
Help Desk Analyst

**Kimberly Perna**  
Director Academic &  
End User Support  
Services SCC

**Trini Tran**  
Applications  
Specialist IV

**Jeremy Collins**  
**Tony Lee**  
Technical Specialist III

**Thuc Nguyen**  
**Johnny Reyes**  
**Vinh Tran**  
Technical Specialist I

**Annie Jiu**  
Web Designer

**Emmanuel Huipe**  
Media Systems  
Electronic Technician

**Ron Gonzalves**  
Director Academic &  
End User Support  
Services SAC

**Tony Carranza**  
**Andy Le**  
**Michael Turrentine**  
Technical Specialist III

**Norac Lim**  
**Solo Salas**  
**Raul Cardenas**  
Technical Specialist II

**Al Adame**  
**Leif Alejandrino**  
**Greg Asquith**  
**Christian Lopez**  
**Erick Lozano**  
**Michael Nguyen**  
Technical Specialist I

**Vacant**  
Media Systems  
Electronic Tech, Lead

**Steve Avila**  
**Andy Nguyen**  
Media Systems  
Electronic Technician



**Jesse Gonzalez**  
Assistant Vice Chancellor  
Information Technology Services

**Lynn Nevils**  
Executive Secretary

# Proposed

**Adam Howard**  
Director Enterprise  
Applications Services

**Bay Dinh**  
**Anas Elhadidy**  
**Paul Hwang**  
**Michael Le**  
**Cecilia Schultz**  
Applications Specialist IV

**Howard Chau**  
**Noelle Dassler**  
**Carlos Guzman**  
**Veni Herrera**  
**Ciprian Mitocariu**  
**Michael Ward**  
Applications Specialist III

**Elisabeth Chavez**  
**Hugh Hoang**  
Business Systems Analyst

**Dane Clacken**  
Director Technology  
Infrastructure &  
Support Services

**Ruben Hernandez**  
Information Security  
Specialist

**Vacant**  
Cloud Computing  
Specialist

**Dave Heidt**  
**Ray Maa**  
Network Specialist IV

**Ryan Carroll**  
**Jason Palmer**  
Network Specialist III

**New**  
Network Specialist III

**Ken Borboa**  
**Fernando Lammoglia**  
Network Specialist II

**Wayne Corral**  
Technical Specialist I

**Nico Fulgencio**  
Help Desk Analyst

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Director Academic &  
End User Support  
Services SCC

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Applications  
Specialist IV

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**Tony Lee**  
Technical Specialist III

**Thuc Nguyen**  
**Johnny Reyes**  
**Vinh Tran**  
Technical Specialist I

**Annie Jiu**  
Web Designer

**Emmanuel Huipe**  
Media Systems  
Electronic Technician

**Ron Gonzalves**  
Director Academic &  
End User Support  
Services SAC

**Tony Carranza**  
**Andy Le**  
**Michael Turrentine**  
Technical Specialist III

**Norac Lim**  
**Solo Salas**  
**Raul Cardenas**  
Technical Specialist II

**Al Adame**  
**Leif Alejandrino**  
**Greg Asquith**  
**Christian Lopez**  
**Erick Lozano**  
**Michael Nguyen**  
Technical Specialist I

**Vacant**  
Media Systems  
Electronic Tech, Lead

**Steve Avila**  
**Andy Nguyen**  
Media Systems  
Electronic Technician

## **TECHNICAL SPECIALIST III** **JOB DESCRIPTION - CLASSIFIED**

### **Class Summary**

Under minimum supervision – primary responsibility for the system administration in an instructional networking environment; performs administrative activities on enterprise-wide systems; develops systems to improve efficiency; collaborates on network infrastructure issues, and provides technical support; mentors and serves as a resource to other technical staff; performs related duties as required.

### **Representative Duties**

Performs system administrative activities; develops systems to improve efficiency; collaborates on network infrastructure or technologies with infrastructure network specialists to improve performance; administers, monitors, maintains, tests, and troubleshoots servers; analyzes, prepares, recommends, maintains, and reviews software; develops recommendations and procedures for the use of operating systems, programming language on instructional computers; interfaces with vendor technical staff in maintaining current operating systems and features; coordinates with staff on upgrading of software to assure smooth transitions between releases; monitors network activity, identifies, evaluates and recommends technology products; reviews system performance reports and makes recommendations to improve utilization of all systems; creates and maintains networking diagrams; participates in the formulation of long-range development plans; participates in conferences relating to new systems applications; contributes to the preparation and implementation of new systems; provides resources to other technical staff; may install both processing and communications hardware and software to accomplish the above duties; may assist in development of applications software.

### **Organizational Relationships**

This position reports to the designated supervisor.

### **Minimum Qualifications**

#### **Training and Experience**

Any combination of training and experience equivalent to a Bachelor's degree in a technology field and four years' experience in networking, operating systems, analysis, design and programming for the full range of computer operating systems, server/client and storage equipment.

**TECHNICAL SPECIALIST III**  
**JOB DESCRIPTION – CLASSIFIED (Cont'd)**

**Knowledge and Abilities**

**Thorough knowledge of:** system principles, procedures, techniques, and methods in network design and operation; principles, practices and language of computer operations, capabilities and limitations of computer and peripherals; testing and troubleshooting computer operations.

**Ability to:** Analyze and develop procedures and systems including writing, testing, debugging, documentation and operating instructions; prepare flow charts and diagrams utilizing knowledge

and abstract reasoning; read, understand, and apply technical and educational data and information; apply programming languages; establish and maintain effective relationship with others; multiple servers running variety of software.

**Physical Requirements:** Ability to lift 50 pounds.

**Working Conditions:** This position requires prolonged video display terminal viewing.



# RSCCD

# 2024-2025 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

NETWORK SPECIALIST III			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
19/Step3	\$ 8,833.343	12	\$ 106,000.12

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	28,280.83	
SOCIAL SECURITY	6.200%	6,572.01	
MEDICARE	1.450%	1,537.00	
UNEMPLOYMENT	0.050%	53.00	
WORKERS COMP	1.500%	1,590.00	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>35.880%</b>	<b>\$ 38,032.84</b>	<b>\$ 38,032.84</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 144,032.96</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	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 106,000.12	95.40	
MEDICAL INSURANCE (see below)		22,190.66	
<b>TOTAL INSURANCE COST</b>		<b>22,286.06</b>	<b>\$ 22,286.06</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 167,957.02</b>
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BENEFITS %	\$ 61,956.90
BENEFIT COST AS A PERCENT OF CONTRACT =	<b>58.45%</b>

CSEA	Max	36,449.16	22,190.66	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

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

Number # 1431

*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: DO/Resource Development/Educational Services

Manager/Supervisor: Sarah Santoyo/Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
DELETE Assistant Vice Chancellor, Workforce & Economic Develop (A), due to retirement, effective January 1, 2025.	ADD Exec. Director, Orange County Regional Consortium (C) ADD Director, Special Programs (H)

Current annual salary/benefits cost \$ 337,713.47 Proposed annual salary/benefits cost \$ 515,711.01  
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 attached)

*(Attach necessary budget change forms)*

Reason for reorganization:

Assistant Vice Chancellor, Workforce & Economic Development was hired to manage the Los Angeles/Orange County Regional Consortium (LAOCRC). In 2021/2022, the LAOCRC split to serve Los Angeles and Orange County separately; RSCCD now hosts the Orange County Regional Consortium. The AVC, Workforce & Econ Dev is retiring, effective January 1, 2025. Two new manager positions are requested to manage the OCRC and implement related projects: an Executive Director, Orange County Regional Consortium and a Director, Special Programs.

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.

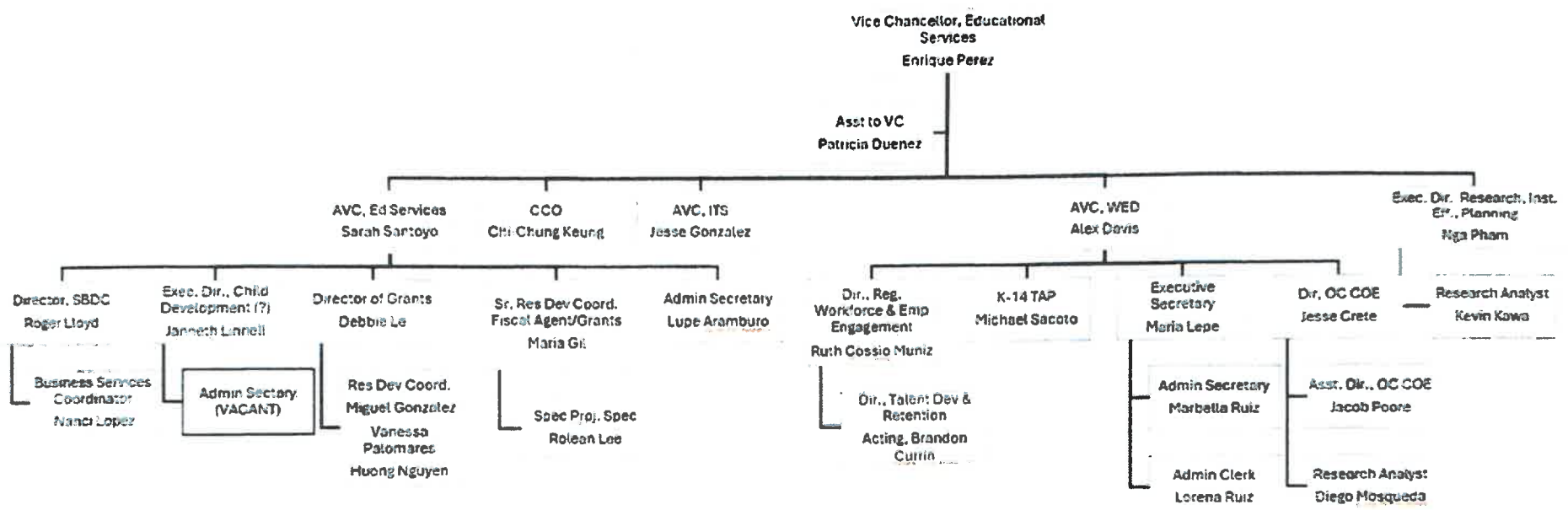
Submitted by (District Cabinet Member): Cynthia King

Date: \_\_\_\_\_

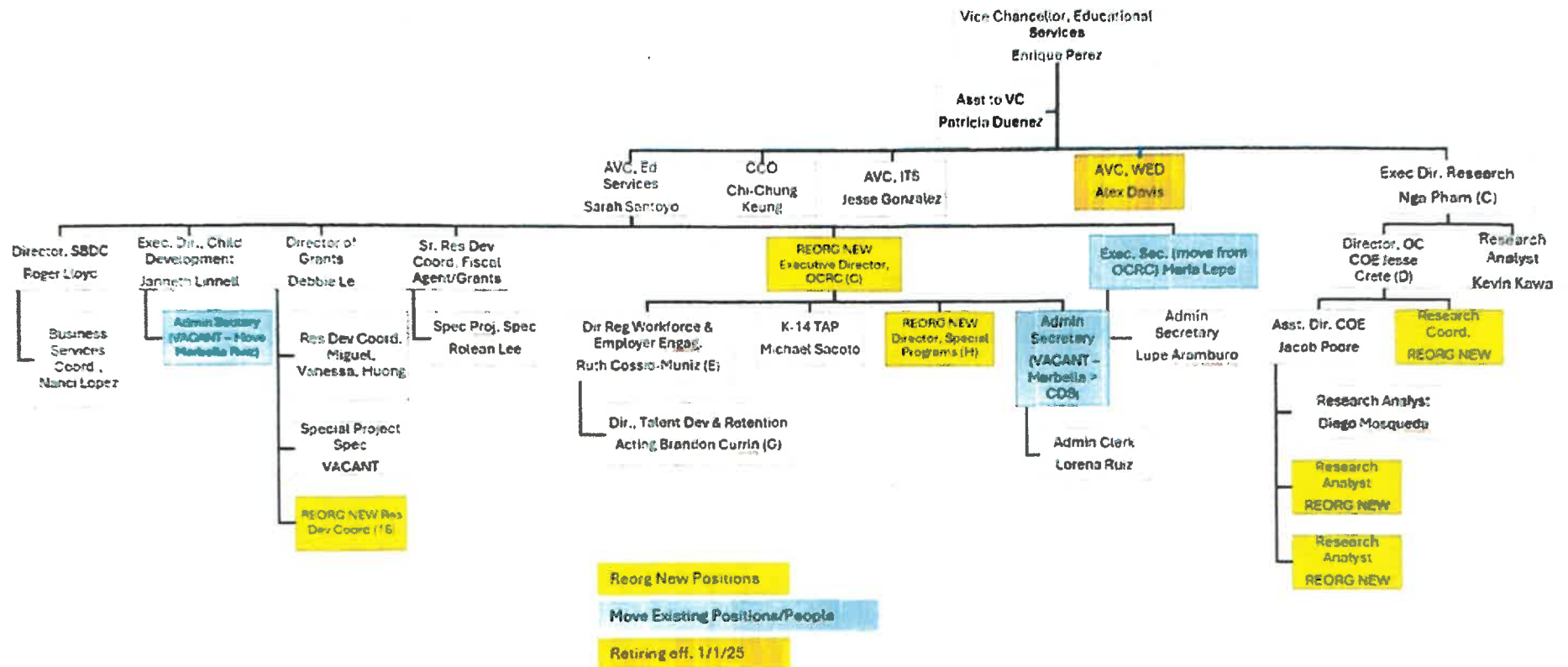
**SIGNATURES AND/OR REVIEW DATES**

Human Resources (Signature/Date): <u>Ashley White</u>	Business Operations & Fiscal Services (Signature/Date)
	Resource Development (Signature/Date – Only for Restricted Funds) <u>Sarah Santoyo</u>
<b>COLLEGE POSITIONS</b>	<b>DISTRICT POSITIONS</b>
President's Council Approval (Signature/Date)	Chancellor's Cabinet Approval (Signature/Date): <u>DG</u>
Chancellor's Cabinet Approval (Signature/Date)	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

# CURRENT



# PROPOSED



**ASSISTANT VICE CHANCELLOR  
ECONOMIC AND WORKFORCE DEVELOPMENT**

**CLASS SUMMARY**

Reports to the designated administrator and provides leadership in the planning, organization, administration, evaluation, and policy development for career technical education, economic and workforce development programs and initiatives for the Los Angeles Orange County Regional Consortium. Reports to the designated administrator and provides leadership and advocacy for the planning, organization, administration, evaluation, and policy support for career technical education, economic and workforce development programs and initiatives for the LAOCRC.

**REPRESENTATIVE DUTIES**

Serves as Executive Director of the Los Angeles Orange County Regional Consortium (LAOCRC) and the main point of contact for the LAOCRC Chief Executive Officers. Responsible for the overall management of the LAOCRC and accountable for all of its functions. Manages the LAOCRC in conjunction with the Los Angeles and Orange County LAOCRC Directors, including organizing LAOCRC-wide meetings, developing and managing budgets, meeting reporting requirements, representing the LAOCRC at statewide meetings and other operating duties of the LAOCRC, policies, procedures, systems and timelines for the LAOCRC. Leads the process for strategic planning and implementation across the Los Angeles and Orange County region and ensures plan alignment with the Strong Workforce objectives and regional metrics. Responsible for supporting the LAOCRC directors with strengthening and expanding partnerships between LAOCRC and including but not limited to: business, industry, chambers, workforce development boards and economic development corporations. Collaborates with the LAOCRC Chief Executive Officers to advocate for additional funding opportunities. Increases value of the LAOCRC to all LAOCRC districts, colleges, and other regional stakeholders. Oversees budget development and approval and ensures fiscal transparency of all LAOCRC funds. Facilitates the timely completion of the regional program in partnership with the LAOCRC CRLC. Facilitates implementation of California Community Colleges Chancellor's Office career technical education, workforce and economic development initiatives. Collaborates with career technical education, workforce and economic development initiative directors and various workforce and economic development agencies in the region to identify and develop strategies to determine work-based needs for student readiness. Leads region into a process of program development that is proactive and yields the greatest economic gains for students, business, industry, county, region and other regional stakeholders. Communicates regularly with LAOCRC Chief Executive Officers and LAOCRC oversight committees. Responsible for the oversight of regional projects and helps facilitate, monitor, and leverage inter and intra-regional collaborations amongst districts, colleges, deans, faculty, sector navigators, deputy sector navigators and other regional talent. Supervises, monitors and evaluates the Los Angeles and Orange County LAOCRC Directors. Coordinates efforts between LAOCRC colleges and other regional stakeholders to generate additional funding opportunities for the LAOCRC and its colleges.



**ASSISTANT VICE CHANCELLOR  
ECONOMIC AND WORKFORCE DEVELOPMENT**

**DESIRABLE QUALIFICATION GUIDE (CONT'D)**

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Vice Chancellor of Educational Services.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum qualifications**

A Master's degree in education, public administration, business, or a related field. At least five (5) years of progressively responsible administrative experience in a leadership position including grant management, planning and resource development, preferably in a public educational agency in scope and size similar to the LAOCRC.

**REQUIRED SKILLS AND ABILITIES**

Required Skills. Thorough knowledge of California Chancellor's Office, federal and state regulations governing workforce education; statistical and financial procedures; administration, supervision and training principles for staff. Communicate actual and proposed changes in regulations; understand and apply changing policies procedures, and guideline; write and speak effectively; make program and procedural analyses; maintain records and documentation subject to external audit; knowledge in grant management, monitoring, reporting and compliance at the community college level and state-funded workforce and economic development initiatives, community college fiscal services, standard practices and procedures.

Ability to: provide leadership, communicate well with a diverse group of people; be able to organize complex process and systems and communicate them clearly; cultivate and maintain positive relationships with senior leadership, administrators and staff across the region; be able to interpret budget reports and analyze information to track and anticipate budget management issues; facilitate problem solving one-on-one with chief executive officers from the private and public sectors, directors, colleges, and with community stakeholders; be able to supervise and assign staff to ensure effective and efficient operations.

## **DIRECTOR SPECIAL PROGRAMS**

### **CLASS SUMMARY**

Has overall responsibility to a designated administrator for the supervision and administration of a specially funded program, including all assigned personnel and participants, all related records and reports; performs other duties and responsibilities as assigned.

### **REPRESENTATIVE DUTIES**

Designs, implements, coordinates, and directs activities related to specific projects. Analyzes data in relation to policy questions and study purposes; creates statistical tables and graphic displays. Writes comprehensive reports and makes oral presentations explaining research findings, implications, and applicability. Has overall supervision and day-to-day oversight of specially funded initiatives, as appropriate; assists in recruiting and selecting staff in all areas under direct supervision; provides for in-service training; supervises and evaluates staff, program functions and activities; responsible for the timely and accurate review and preparation of budget documents, including monthly expenditure reports and such documents and summaries as required by the funding source; has substantial responsibility for reporting, including program accountability reports and for seeking additional and alternative funding for programs and activities; responsible for the development and implementation of project goals, objectives, and activities associated with program operations, including but not limited to: planning seminars, training activities, workshops, orientations, public relations and recognition events, as well as for the documentation and evaluation of project activities and outcomes as measured against stated goals and objectives in final proposal, if applicable; supervises the recruitment, orientation, and on-going participation of individual program participants, their organizational sponsors or mentors, as appropriate, and provides overall support necessary to establish a new community-oriented support services program; successfully implements and institutionalizes project activities; responsible for establishing collaborative partnerships with community-based and other local organizations, public and private groups, State and national entities and affiliates to further project goals and objectives and meet critical student and/or community needs; provides substantial leadership and support to committees directly linked to service areas, including special program steering and advisory committees, district-wide committees or task forces.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to senior administrations and supervises all staff in areas of direct responsibility.

**DIRECTOR SPECIAL PROGRAMS cont'd**

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Any combination of education and/or experience equivalent to a bachelor's degree plus three years of related experience in project management. Experience involving work with community groups and governmental entities, documentation of program activities, and budget administration.

**Knowledge and Abilities**

Good Knowledge of: principles of supervision and management, record keeping, accountability, and thorough program documentation; research design and methods.

Knowledge of: state education code and district rules, regulations, and policies relating to the district's operation and administration, as well as state and federal rules, regulations, and policies.

Ability to: plan and implement programs; develop and manage budgets; design and administer research studies; write clear and concise complex documents; compile reports; work cooperatively with other employees and the public; establish positive and effective relationships; communicate effectively in writing and speech; comprehend and interpret financial statements; analyze situations and make appropriate decisions; supervise the work of others.

REORG: (DELETE) Asst. Vice Chancellor, Workforce & Econ Dev; (ADD) Exec Dir, OCRC; (ADD) Director, Spec Programs

Staff	Account Numbers	Total Cost
Asst. Vice Chancellor, Educational Services	12-2180-684000-53306-2110 (74%)	337,714
	12-1593-679000-53306-2110 (26%)	
Executive Director, OC Regional Consortium	12-2180-684000-53306-2110 (74%)	298,091
	12-1593-679000-53306-2110 (26%)	
Funds sufficient to cover change	Difference	39,623
Director of Special Programs		
<i>*Budget Change attached</i>	12-3401-679000-53306-2110 (100%)	217,626

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

# BUDGET CHANGE FORM

FISCAL YEAR: 2024/2025

TO: FISCAL SERVICES

FROM: \_\_\_\_\_ / DO/Educational Services  
Signature - Administrator College - Department Name

DATE: September 13, 2024

FUND TRANSFER NUMBER: \_\_\_\_\_

PROCESS DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

It is requested that changes to budgeted funds be made as listed below:

## FROM (Credit)

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	3401	000000	53306	8839	217,626.00
TOTAL					217,626.00

## TO (Debit)

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	3401	679000	53345	2110	138,748.00
12	3401	679000	53345	3215	37,532.00
12	3401	679000	53345	3315	8,809.00
12	3401	679000	53345	3325	2,061.00
12	3401	679000	53345	3415	24,952.00
12	3401	679000	53345	3435	-
12	3401	679000	53345	3515	72.00
12	3401	679000	53345	3615	2,132.00
12	3401	679000	53345	3915	3,320.00
TOTAL					217,626.00

Reason for Change: REORG to add Director of Special Programs under

Executive Director of Orange County Regional Consortium.

Approval Signatures:

Resource Development (Special Projects Only)

Date

President or Vice President

Date

Fiscal Administrator

Date

Contact Person: Sarah Santoyo

Name

x07466

Phone No.



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**BUDGET CHANGE FORM**

FISCAL YEAR: 2024/2025

TO: FISCAL SERVICES

FROM: \_\_\_\_\_ / DO/Educational Services

Signature - Administrator

College - Department Name

DATE: September 13, 2024

FUND TRANSFER NUMBER: \_\_\_\_\_

PROCESS DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

It is requested that changes to budgeted funds be made as listed below:

**FROM (Credit)**

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	3401	000000	53306	8839	217,626.00
TOTAL					217,626.00

**TO (Debit)**

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	3401	000000	53345	8839	217,626.00
TOTAL					217,626.00

Reason for Change: REORG New Director Special Programs in

OC Regional Consortium

Contact Person: Sarah Santoyo

Name

x07466

Phone No.

Approval Signatures:

Resource Development (Special Projects Only)

Date

President or Vice President

Date

Fiscal Administrator

Date

**RSCCD**

## 2024-2025 Cost of Position

### COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Asst. Vice Chanc., Workforce & Econ Dev		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade A/Step 4	\$ 18,902.612	12	\$ 226,831.34

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	61,357.88	
SOCIAL SECURITY	6.200%	14,063.54	
MEDICARE	1.450%	3,289.05	
UNEMPLOYMENT	0.050%	113.42	
WORKERS COMP	1.500%	3,402.47	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 82,226.36</b>	<b>\$ 82,226.36</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 309,057.70</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 3,625.44</b>	<b>\$ 3,625.44</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 226,831.34	204.15	
MEDICAL INSURANCE (see below)		24,826.18	
<b>TOTAL INSURANCE COST</b>		<b>25,030.33</b>	<b>\$ 25,030.33</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 337,713.47</b>
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<b>BENEFITS =</b>	<b>\$ 110,882.13</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT -</b>	<b>48.88%</b>

Admn., Superv/Mang. & Conf.	Max	44,049.23	24,369.00	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

## 2024-2025 Cost of Position

### COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Executive Director OCRC		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade C/Step 4	\$ 16,480.818	12	\$ 197,769.82

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	53,496.74	
SOCIAL SECURITY	6.200%	12,261.73	
MEDICARE	1.450%	2,867.66	
UNEMPLOYMENT	0.050%	98.88	
WORKERS COMP	1.500%	2,966.55	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 71,691.56</b>	<b>\$ 71,691.56</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 269,461.38</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 3,625.44</b>	<b>\$ 3,625.44</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months) \$	197,769.82	177.99	
MEDICAL INSURANCE (see below)		24,826.18	
<b>TOTAL INSURANCE COST</b>		<b>25,004.17</b>	<b>\$ 25,004.17</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 298,090.99</b>
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BENEFITS =	\$ 100,321.17
BENEFIT COST AS A PERCENT OF CONTRACT -	50.73%

Admn., Superv/Mang. & Conf.	Max	44,049.23	24,369.00	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

\$ 515,711.01

# RSCCD

## 2024-2025 Cost of Position

### COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Director Special Program		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade H/Step 4	\$ 11,562.296	12	\$ 138,747.55

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	37,531.21	
SOCIAL SECURITY	6.200%	8,602.35	
MEDICARE	1.450%	2,011.84	
UNEMPLOYMENT	0.050%	69.37	
WORKERS COMP	1.500%	2,081.21	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 50,295.98</b>	<b>\$ 50,295.98</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 189,043.53</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 3,625.44</b>	<b>\$ 3,625.44</b>

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)		
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 138,747.55	124.87
MEDICAL INSURANCE (see below)		24,826.18
<b>TOTAL INSURANCE COST</b>		<b>24,951.05</b>
		<b>\$ 24,951.05</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 217,620.02</b>
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BENEFITS =	\$ 78,872.47
BENEFIT COST AS A PERCENT OF CONTRACT =	56.85%

Admn., Superv/Mang. & Conf.	Max	44,049.23	24,369.00	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

\$ 337,713.47  
\$ 298,090.99  
\$ 39,622.48

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

Number # 1432

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: DO/Resource Development/Educational Services

Manager/Supervisor: Sarah Santoyo/Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Resource Development Coordinator

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 0 \$145,619.32  
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): 12-3401-679000-53345-2130 (see attached)

(Attach necessary budget change forms)

Reason for reorganization:

Additional Resource Dev Coord needed to support grant dev and post-award technical assistance.

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.

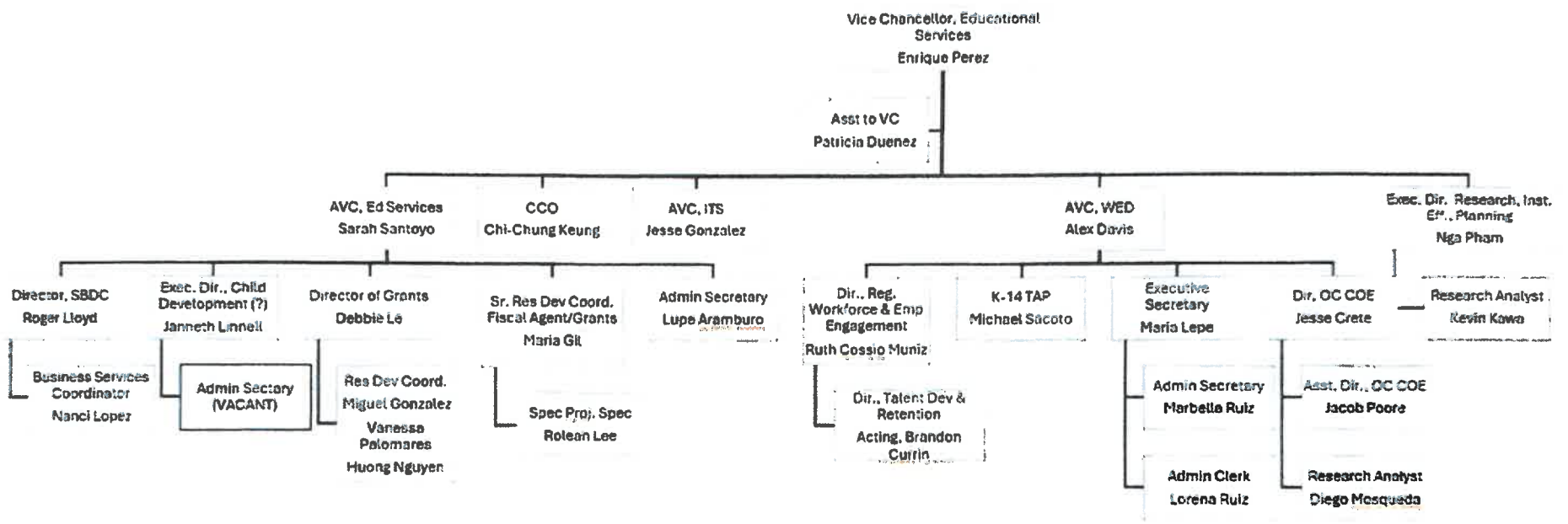
**Please note:** You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

Submitted by (District Cabinet Member): Enrique Perez

Date: \_\_\_\_\_

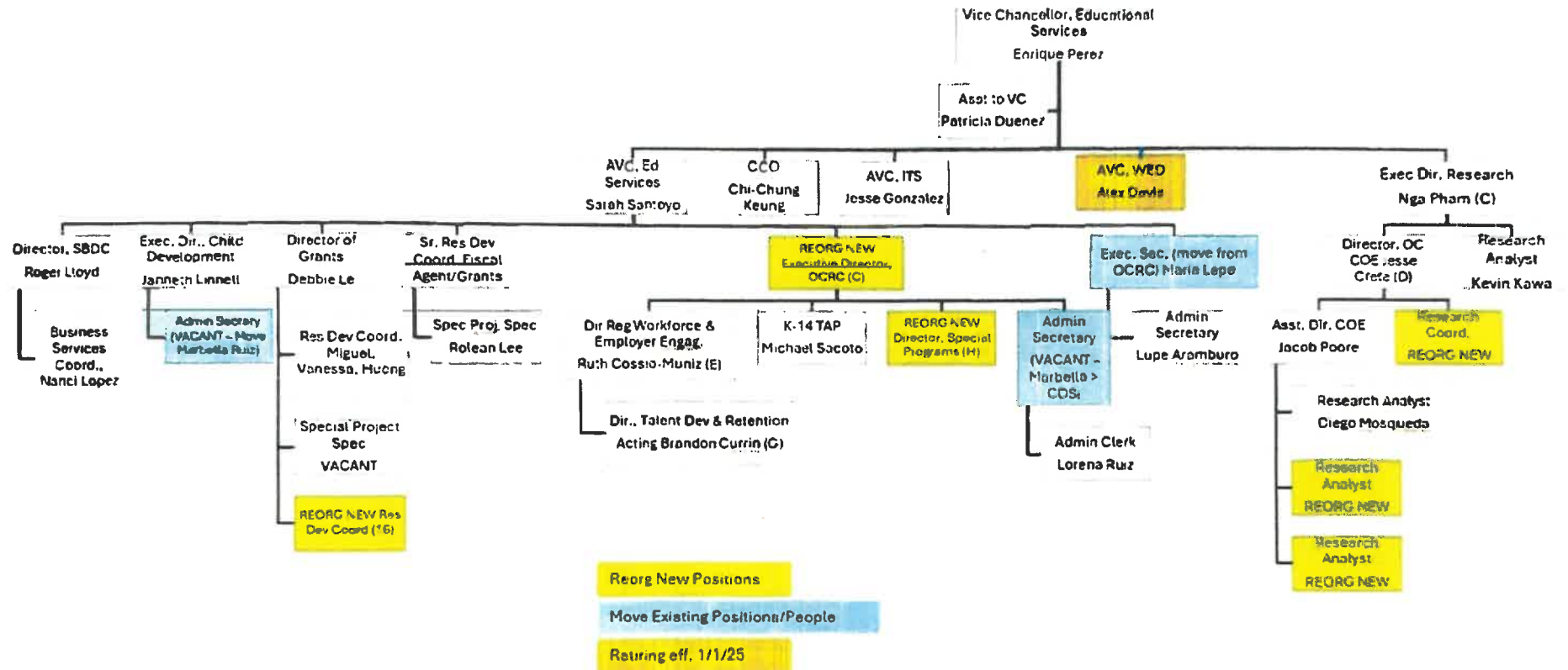
SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <i>[Signature]</i>	Business Operations & Fiscal Services (Signature/Date):
	Resource Development (Signature/Date – Only for Restricted Funds) <i>Sarah Santoyo</i>
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):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

# CURRENT





# PROPOSED



## **RESOURCE DEVELOPMENT COORDINATOR**

### **CLASS SUMMARY**

Under direction – works with administrative and instructional staff to research funding resources; works with local industry and District staff to develop and monitor contracts for designed training programs; prepares related budgets and proposals; investigates new program possibilities; assumes and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Researches, interprets and disseminates information on federal, state and private funding resources; develops and maintains District contracts system and related budgetary system; directs the work of resource development staff in all phases of proposal production and budget development; works with internal and external administrators to develop proposal program design, and plan, organize, coordinate, write and edit grant proposals; works with project directors and staff to develop internal budgets; monitors project expenditures and ensures compliance with state and federal regulations and guidelines; assists project directors in mid-year progress reports, requests for amendments and final reports; explores and reports on new program resources; works as liaison to government agencies private companies and non-profit organizations; prepares internal District budgets for Board action; assigns work to staff; may prepare organization charts.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager. Direct the work of other resource development staff and students.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training, education and experience equivalent to a Bachelor's; and four years of progressively responsible experience in program, proposal or contract development and reporting.

#### **Knowledge and Abilities**

Thorough Knowledge of: English language and grammar.

Good Knowledge of: funding resources; local industry and business; various governmental rules, guidelines and legislation; principles and techniques of budgeting and report writing; research techniques; new program resources; and contract writing.

**RESOURCE DEVELOPMENT COORDINATOR (continued)**

Knowledge of: accounting principles

Ability to: write clear, concise, logical narratives; independently manage time, organize and coordinate office workload; set priorities; read and comprehend governmental rules, regulations, guidelines and legislation; effectively interact with District Administrators as well as agency/industry officials and personnel.

Skills: research writing and organizational skills sufficient to match the abilities required for this position.

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BUDGET CHANGE FORM

It is requested that changes to budgeted funds be made as listed below:

FUND TRANSFER NUMBER: \_\_\_\_\_

PROCESS DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

**FROM (Credit)**

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	3401	000000	53345	8839	145,625.00
TOTAL					145,625.00

**TO (Debit)**

Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	3401	679000	53345	2130	88,393.00
12	3401	679000	53345	3215	23,911.00
12	3401	679000	53345	3315	5,574.00
12	3401	679000	53345	3325	1,304.00
12	3401	679000	53345	3415	23,548.00
12	3401	679000	53345	3435	-
12	3401	679000	53345	3515	46.00
12	3401	679000	53345	3615	1,349.00
12	3401	679000	53345	3915	1,500.00
<b>TOTAL</b>					145,625.00

Reason for Change: REORG to add Resource Development Coordinator

**Approval Signatures:**

---

Resource Development (Special Projects Only)

Date \_\_\_\_\_

<b>Contact Person:</b>	<u>Sarah Santoyo</u>	<u>x07466</u>
	Name	Phone No.

President or Vice President

Date \_\_\_\_\_

Fiscal Administrator

Date \_\_\_\_\_

# RSCCD

# 2024-2025 Cost of Position

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Resource Development Coordinator		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 16 Step 3	\$ 7,366.025	12	\$ 88,392.30

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.050%	23,910.12	
SOCIAL SECURITY	6.200%	5,480.32	
MEDICARE	1.450%	1,281.69	
UNEMPLOYMENT	0.050%	44.20	
WORKERS COMP	1.500%	1,325.88	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.250%</b>	<b>\$ 32,042.21</b>	<b>\$ 32,042.21</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 120,434.51</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	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.200%</b>	<b>\$ 1,638.00</b>	<b>\$ 1,638.00</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075 1000 X 12 Months)	\$ 88,392.30	79.55	
MEDICAL INSURANCE (see below)		23,467.26	
<b>TOTAL INSURANCE COST</b>		<b>23,546.81</b>	<b>\$ 23,546.81</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 145,619.32</b>
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BENEFITS =	\$ 57,227.02
BENEFIT COST AS A PERCENT OF CONTRACT =	64.74%

CSEA	Max	39,153.71	23,467.26	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

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

Number # 1433

*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: DO/Resource Development/Educational Services

Manager/Supervisor Sarah Santoyo/Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Executive Secretary	
Administrative Secretary	
Administrative Clerk	
Managers: OCRC, Employer Engagement, K14 TAP	

Current annual salary/benefits cost \$ N/A Proposed annual salary/benefits cost \$ NA

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 attached

*(Attach necessary budget change forms)*

Reason for reorganization:

Change in reporting lines for managers and classified staff in the Orange County Regional Consortium and related programs (i.e., the K-14 TAP and Employer Engagement managers), due to retirement of the Asst. Vice Chancellor of Workforce and Economic Development.

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.

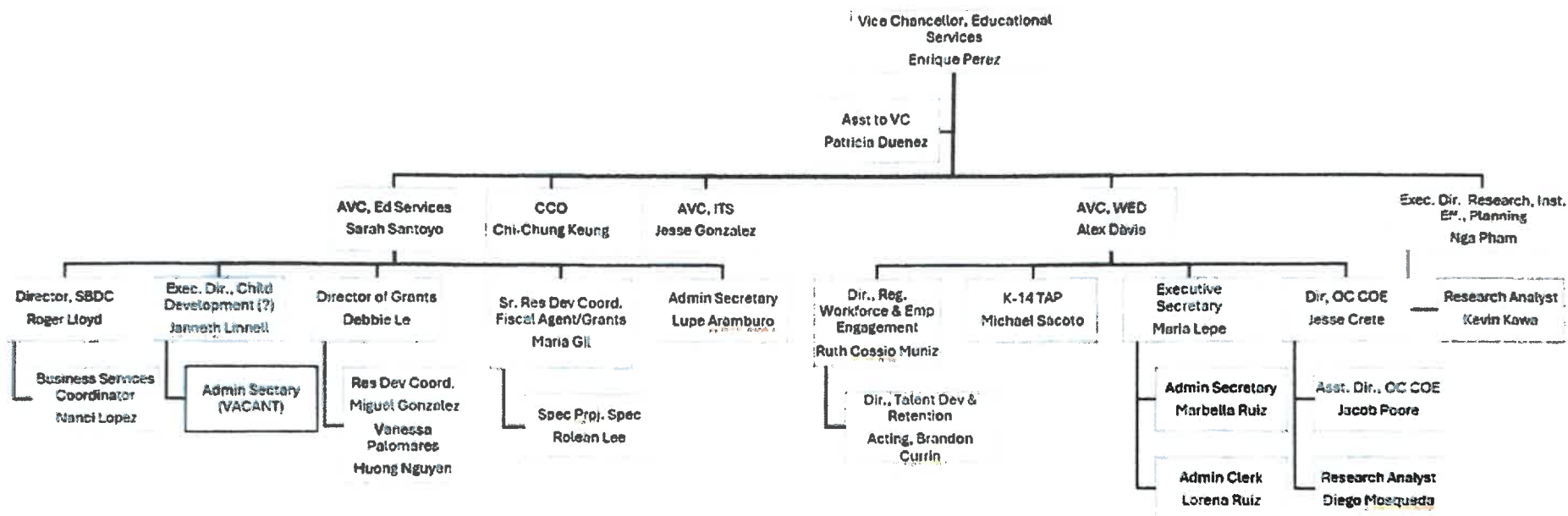
**Please note:** You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (District Cabinet Member): Enrique Perez Date: \_\_\_\_\_

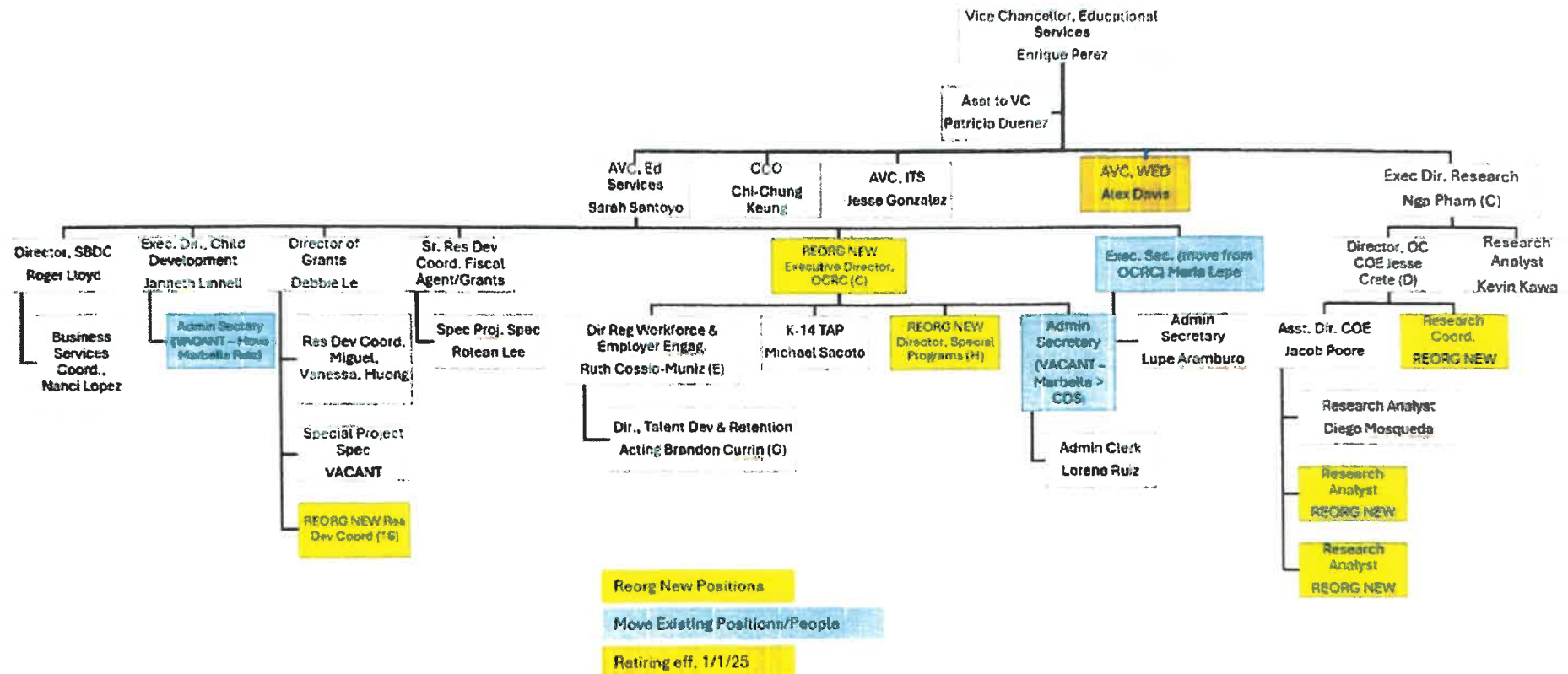
SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date) <u>[Signature]</u>	Business Operations & Fiscal Services (Signature/Date):
	Resource Development (Signature/Date – Only for Restricted Funds) <u>Sarah Santoyo</u>
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date)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



# CURRENT



# PROPOSED



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

Number # 1434

*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: DO/Resource Development/Educational Services

Manager/Supervisor: Nga Pham/Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Director, Center of Excellence (change in reporting lines)	
Ass Director COE	
Research Analyst	

Current annual salary/benefits cost \$ NA Proposed annual salary/benefits cost \$ NA  
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): N/A

*(Attach necessary budget change forms)*

Reason for reorganization:

Due to retirement of Asst. Vice Chancellor of Economic and Workforce Development, change in reporting lines for the Orange County Center of Excellence to report to the Executive Director of Research, Planning and Institutional Effectiveness.

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.

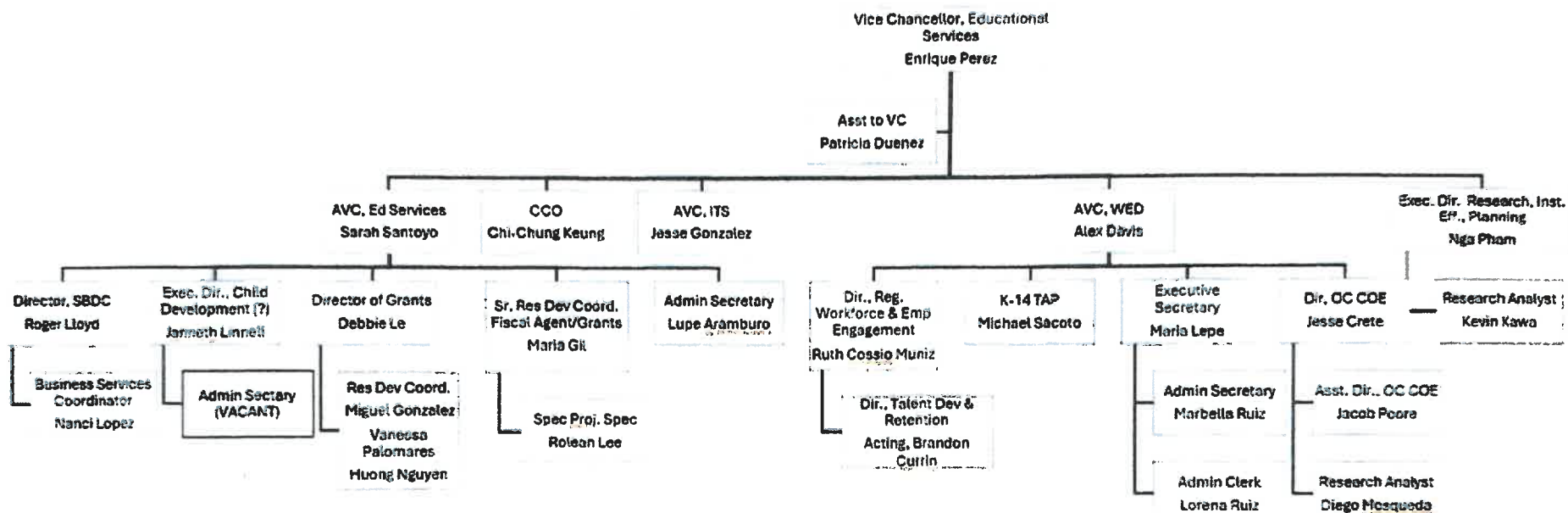
**Please note:** You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

Submitted by (District Cabinet Member) Enrique Perez

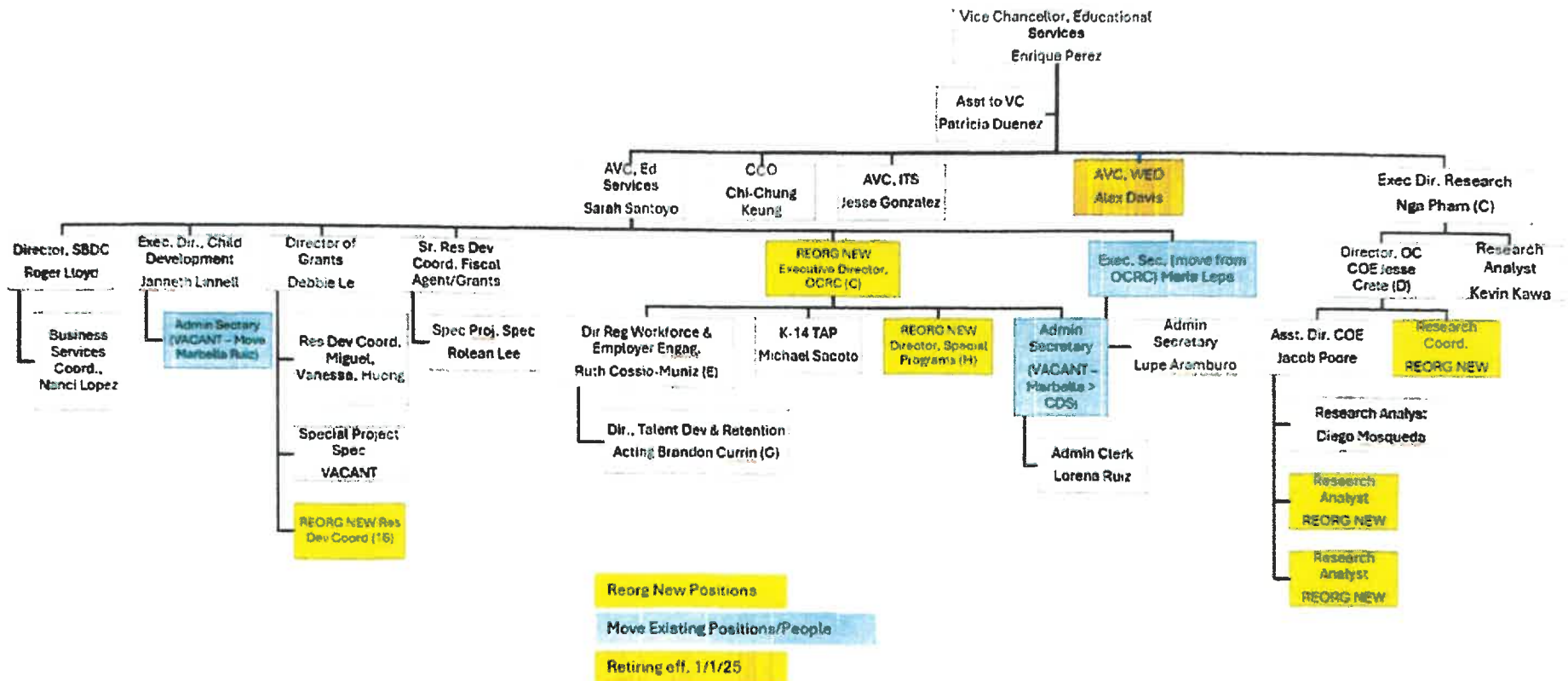
Date: \_\_\_\_\_

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u>	Business Operations & Fiscal Services (Signature/Date)
	Resource Development (Signature/Date – Only for Restricted Funds) <u>Sarah Santoyo</u> 09/13/2024
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date)	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date)
CSEA (Signature/Date):	CSEA (Signature/Date)

# CURRENT



**PROPOSED**



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

Number # 1435

*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: Orange County Center of Excellence (within the Orange County Regional Consortium)

Manager/Supervisor: Dr. Jesse Crete, OC COE (Dr. Adrienne "Alex" Davis, OCRC)

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
N/A	Two (2) Reserach Analyst (\$146,983.73 x 2 = \$293,967.46)
	Reserach Coordinator (\$156,622.23)

Current annual salary/benefits cost \$ 0 Proposed annual salary/benefits cost \$ 450,589.69

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): 12-2386-679000-53315-2130

*(Attach necessary budget change forms)*

Reason for reorganization:

Please see attachment

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): Cynthia Perez

Date \_\_\_\_\_

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date) <i>Shirley White</i>	Business Operations & Fiscal Services (Signature/Date):
	Resource Development (Signature/Date – Only for Restricted Funds) <i>Sarah Santoyo</i> 09/13/24
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date)	Chancellor's Cabinet Approval (Signature/Date): <i>DG</i>
Chancellor's Cabinet Approval (Signature/Date)	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date)	CSEA (Signature/Date)





### **Rationale & Cost Breakdown for Reorganization for the Orange County Center of Excellence**

The Orange County Center of Excellence (OC COE) was recently awarded the \$4M, 5-year Regional Centers of Excellence grant from the CCCCCO (\$800,000 per year). This grant is part of the CCCCCO's Economic Workforce Development (EWD) budget and is intended to be ongoing. We would have to reapply, but the COE's have been funded this way for over a dozen years and the incumbent COE is rarely challenged.

Additionally, the OC COE's annual Regional Strong Workforce Program fund allocation was increased this year to \$1.2M. The Orange County Regional Consortium's Governance Council has declared the OC COE a regional "Foundation Project" and therefore we do not compete for these funds but our portion "comes off the top" of the region's allocation.

Both of these significant increases in annual funds is accompanied by greatly increased responsibilities for the OC COE. Historically, we were responsible for providing labor market information (LMI) in the region in the form of short briefs, in-depth reports, and associated presentations, workshops, and trainings to be used for career technical education program/curriculum development, strategic planning, grant applications, and numerous other reasons by all nine community colleges plus the standalone school of continuing education.

The Regional Centers of Excellence Grant divides the COE's workplan into six objectives:

- Close Regional Equity Gaps
- Improve Equitable Outcomes for Students
- Improve Career Mobility by Expanding Partnerships & Employer Engagement
- Expand Work-based Learning & Apprenticeship Opportunities
- Support Community College Baccalaureate Degree Program, Competency-Based Education, and Other Degree/Certificate Programs
- Advance Vision 2030 Goals

These objectives include expanding the COE's activities into:

- Evaluation and Assessment
- Regional Strategic Plan Development
- Deeper Analysis of Demographic Data
- Greatly Increased Involvement with Key Stakeholders (non-community college partners)
- Quadruples Coaching, Professional Development, and Training to the Region

Our region has also now made us responsible for:

- Analyzing College Student Outcome Data from the entire region to report on Regional SWP outcomes and identify areas of improvement for Regional SWP projects as well as potential new projects.

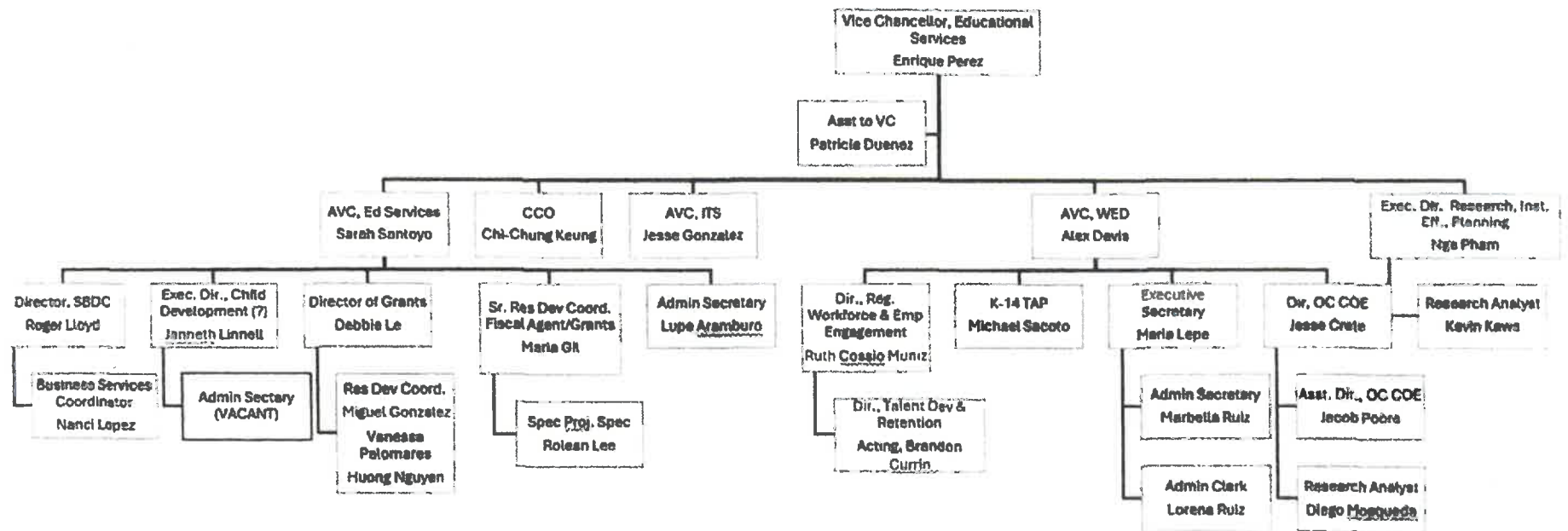
The OC COE team needs to grow in order to meet these new and increased responsibilities.

#### **Funding Impact:**

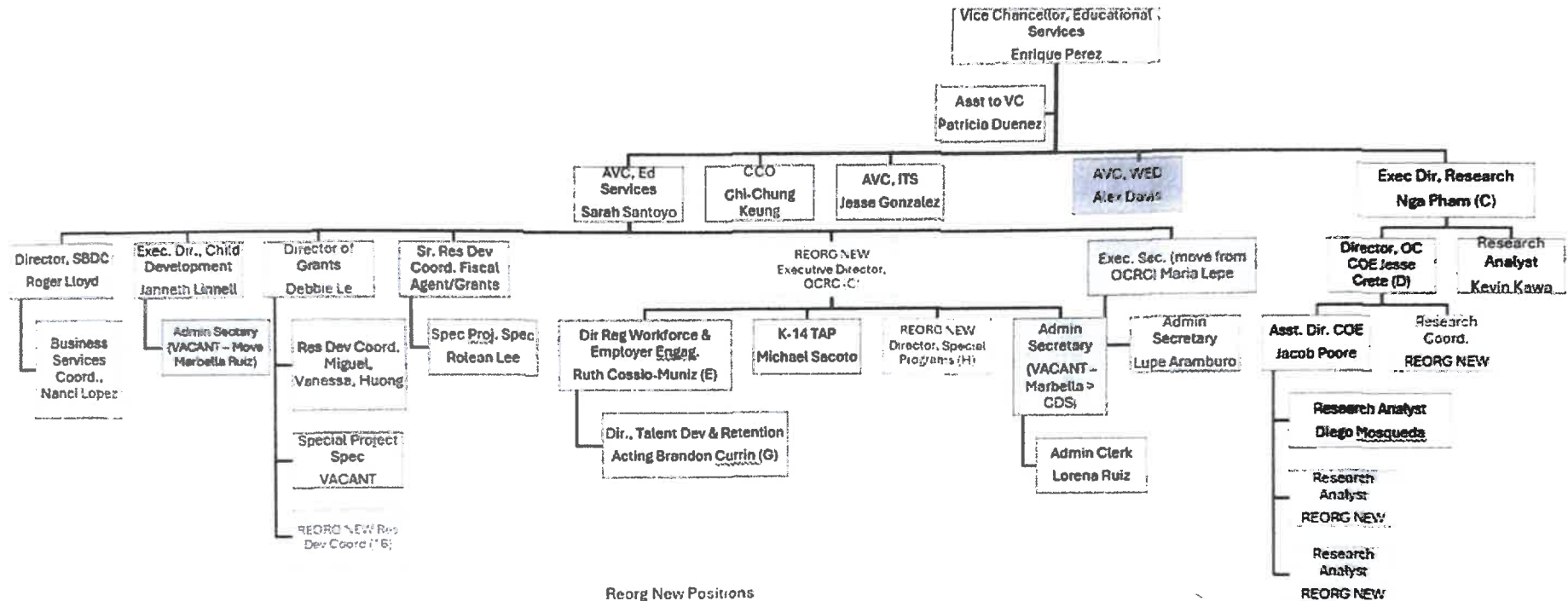
There is no funding impact to the District or Colleges. All funding will come from the OC COE's budget comprised of the CCCCCO EWD grant and Regional SWP funds.



## CURRENT



# PROPOSED



Reorg New Positions

Move Existing Positions/People

Retiring eff. 1/1/25

## **RESEARCH COORDINATOR**

### **CLASS SUMMARY**

Under direction – Design, implement, coordinate and direct research projects and studies, including the assignment of projects to staff and the supervision of all projects; develops district and grant budgets; responsible for the day-to-day operations of the institutional research office.

### **REPRESENTATIVE DUTIES**

Designs, implements, coordinates, and directs research projects. Analyzes data in relation to policy questions and study purposes; creates statistical tables and graphic displays. Writes comprehensive research reports and makes oral presentations explaining research findings, implications, and applicability. Edits written reports of other research staff. Identifies district research needs from participating in college activities and committees. Identifies staffing needs; train, direct and delegate tasks to staff in research activities. Consults with college departments, faculty and staff relative to research needs, designs, and analyses. Attends meetings and maintains communication with other college departments. Assists the Director of Research and Planning in the planning and supervision of projects and staff. Develops and monitors all budgets. Identifies funding sources and writes grant proposals.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to a Director and may function in the absence of the Director as the Research liaison within the college and with external agencies. This class directs the work of all staff and trains staff, including research analysts, secretarial and clerical staff, student assistants, and consultants. This class also coordinates the work of faculty conducting research; and consults with college administration and faculty regarding research issues.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to a Bachelor's degree and four years experience in office management in an educational institution, educational program delivery, higher education program and policy issues, and research. Experience should include demonstrated ability to conduct research.

SANTA ANA, CALIFORNIA

Revised January 2005

**RESEARCH COORDINATOR (continued)**

**Knowledge and Abilities**

Thorough Knowledge of: oral and written communication techniques; organizational procedures; community college programs and policies.

Good Knowledge of: data processing methods, statistics, research design and methods.

Ability to: lead, train, and supervise a diverse staff; write comprehensive reports; make effective oral presentations about complex topics; complete research projects with a minimum of direction; learn new computer technology and research methods; communicate effectively with college and external agency individuals and groups; develop budgets and funding sources; organize complex projects and timelines.

## **RESEARCH ANALYST**

### **CLASS SUMMARY**

Under direction works with administrative and instructional staff and other community colleges and agencies to develop and implement research studies; Identify research questions and appropriate project design, prepare research instruments and implement data collection process, analyze data and produce reports; coordinates and disseminates information; assumes and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Prepares research designs and data collection instruments; completes literature reviews; creates data processing designs for the microcomputer and/or mainframe processing of research data; supervises student assistants and the collection of data; analyzes data in relation to policy questions and study purposes; creates statistical tables and graphic displays; writes research reports; presents and disseminates research findings; attends meetings and maintains communication and liaison with research study-related individuals; coordinates ongoing research which may relate to topics such as student retention and tracking, student outcomes, follow-up studies, student skills assessments, demographics, institutional self-study and community and business needs assessments.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager and may supervise the work of student assistants.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to a Bachelor's degree with educational background in statistics, computer science, educational program delivery or management; and three years of experience in research or demonstrated ability to conduct such research.

#### **Knowledge and Abilities**

Thorough Knowledge of: research design and methods, analysis, writing and reporting methods.

Good Knowledge of: Statistics, data processing software; data collection instrument development; community college programs.



**RESEARCH ANALYST (continued)**

Ability to: write clear, concise reports; communicate well with other program staff; organize and coordinate projects; initiate, design and complete research projects with a minimum of direction; learn new computer technology and research methods; work cooperatively with others of diverse program backgrounds.

Skills: research, computer, human relations, organizational, and statistical skills sufficient to carry out the job duties successfully.

RSCCD

## 2023-2024 Cost of Position

**COST OF NEW POSITION - CLASSIFIED CONTRACT**

POSITION TITLE	Research Analyst		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 17, Step 3	\$ 7,505.840	12	\$ 90,070.08

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	24,030.70	
SOCIAL SECURITY	6.200%	5,584.34	
MEDICARE	1.450%	1,306.02	
UNEMPLOYMENT	0.050%	45.04	
WORKERS COMP	1.500%	1,351.05	
ACTIVE RET. INS. COST	0.750%	675.53	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 32,992.68</b>	<b>\$ 32,992.68</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 123,062.76</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	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.750%	11.25	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.950%</b>	<b>\$ 1,649.25</b>	<b>\$ 1,649.25</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months) \$	90,070.08	81.06	
MEDICAL INSURANCE (see below)		22,190.66	
<b>TOTAL INSURANCE COST</b>		<b>22,271.72</b>	<b>\$ 22,271.72</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 146,983.73</b>
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BENEFITS =	\$ 56,913.65
BENEFIT COST AS A PERCENT OF CONTRACT =	63.19%

CSEA	Max	36,449.16	22,190.66	AVG
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&amp;W

RSCCD

2023-2024 Cost of Position

**COST OF NEW POSITION - CLASSIFIED CONTRACT**

POSITION TITLE	Research Coordinator		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade 18, Step 3	\$ 7,971.420	12	\$ 95,657.04

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	25,521.30	
SOCIAL SECURITY	6.200%	5,930.74	
MEDICARE	1.450%	1,387.03	
UNEMPLOYMENT	0.050%	47.83	
WORKERS COMP	1.500%	1,434.86	
ACTIVE RET. INS. COST	0.750%	717.43	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>36.630%</b>	<b>\$ 35,039.19</b>	<b>\$ 35,039.19</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 130,696.23</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	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.750%	11.25	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>9.950%</b>	<b>\$ 1,649.25</b>	<b>\$ 1,649.25</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months) \$	95,657.04	86.09	
MEDICAL INSURANCE (see below)		22,190.66	
<b>TOTAL INSURANCE COST</b>		<b>22,276.75</b>	<b>\$ 22,276.75</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 154,622.23</b>
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BENEFITS =	\$ 58,965.19
BENEFIT COST AS A PERCENT OF CONTRACT =	61.64%

CSEA	Max	36,449.16	22,190.66	AVG
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&amp;W

## **Educational Services Reorganizations - Summary**

Five reorganization packets were prepared to Change Reporting Lines (#1433, #1434) and Change Positions (#1431, #1432, and #1435).

### **Background/Rationale:**

- 1) Assistant Vice Chancellor of Workforce & Economic Development manages the Orange County Regional Consortium (OCRC) and will retire as of 1/1/25.
- 2) Reduction of funds (28%) that support the Orange County Regional Consortium (OCRC).
- 3) Restructure OCRC Program to fit the budget and provide the work required to operate the program.
- 4) Restructure staffing within Educational Services to avoid impact outside the division.
- 5) Add staff for the OC Center of Excellence due to expanded scope of work through new 4-year grant award.
- 6) Add a Resource Development Coordinator to the Resource Development Department to support the increase in grant awards and need for post-award technical support.
- 7) All positions involved in the Reorgs listed below are entirely categorically funded.

### **CHANGE IN REPORTING LINES**

<b>Reorg #</b>	<b>ACTION</b>
#1433	Change in reporting lines for the Orange County Regional Consortium and its programs to report to the Assistant Vice Chancellor of Educational Services.
#1434	Change in reporting lines for the Orange County Center of Excellence to report to the Executive Director, Research, Planning and Institutional Effectiveness.

### **CHANGE IN POSITIONS**

<b>Reorg #</b>	<b>ACTION</b>
#1431	<ul style="list-style-type: none"><li>• Assistant Vice Chancellor, Workforce &amp; Economic Development (DELETE)</li><li>• Executive Director, Orange County Regional Consortium (ADD)</li><li>• Director, Special Programs (ADD)</li></ul>
#1432	<ul style="list-style-type: none"><li>• Resource Development Coordinator (NEW)</li></ul>
#1435	<ul style="list-style-type: none"><li>• (2) Research Analysts for the OC Center of Excellence (NEW)</li><li>• Research Coordinator for the OC Center of Excellence (NEW)</li></ul>

**Rancho Santiago Community College District  
EDUCATIONAL SERVICES**

**CURRENT**

Vice Chancellor Educational Services  
ENRIQUE PEREZ)

Assistant to the Vice  
Chancellor  
PATRICIA DUENEZ

Assistant Vice Chancellor  
Workforce & Economic Dev.  
ADRIENE DAVIS

Assistant Vice Chancellor  
Educational Services  
SARAH SANTOYO

Executive Secretary  
MARIA LEPE

Executive Director  
Institute for Workforce  
Development  
VACANT/SRP  
(MOZAFFARI)

Business Services  
Coordinator/Bil.  
(VACANT) PALOMARES

Executive Director, Child  
Development Services  
JANNETH LINNELL

See separate org chart

Chief Communications  
Officer  
CHI CHUNG KEUNG

See separate org chart

Director, Regional Workforce  
& Employer Engagement.  
VACANT (Reorg 1267)  
Interim RUTH COSSIO  
MUNIZ

Director, Talent Development &  
Retention  
JORGE DANIEL-SAUCEDO

K-14 Technical Assistant  
Provider  
MICHAEL SACOTO

Business Services  
Coordinator  
NANCI CISNEROS  
VACANT (KEEHN)

Sr Custodian/Utility Worker  
VICENTE NIETO

Director OC Center of  
Excellence  
JESSICA CRETE

Asst Director OC Center of  
Excellence  
JACOB POORE

Research Analyst  
DIEGO MOSQUERA

Administrative Secretary  
MARBELLA RUIZ

Administrative Clerk  
LORENA RUIZ (REORG  
1267)

Executive Director, District  
Research, Planning &  
Institutional Effectiveness  
NGA PHAM

Research Coordinator  
VACANT (GHEORGHE)

Research Analyst  
KEVIN KAWA

Executive Director Industry  
Sector Engagement & Career  
Technical Education Program  
Strategist  
( DALARDIO HERMSEN)

Director Grants  
DEBBIE LE

Director, Special Programs  
ROGER LLOYD

Administrative Secretary  
GUADALUPE ARRAMBURO

Senior Resource Development  
Coordinator  
MARIA GIL

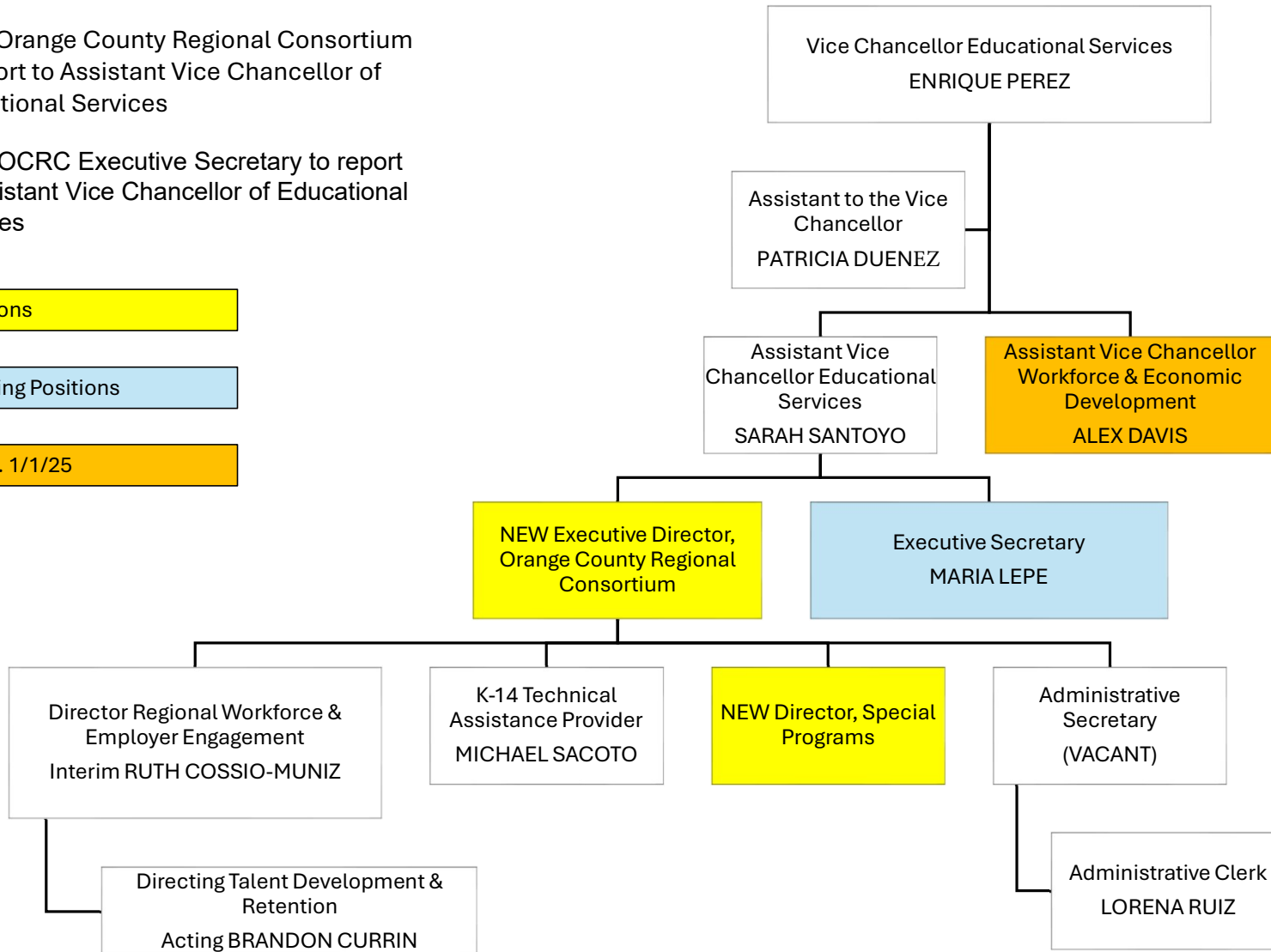
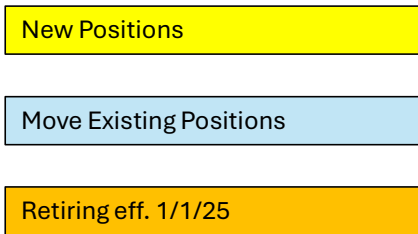
Resource Development  
Coordinator  
HUONG NGUYEN  
VANESSA PALOMARES  
MIGUEL GONZALEZ

Special Projects Specialist  
VACANT (M AGUILAR)  
VACANT (GONZALEZ)

## PROPOSED

Move Orange County Regional Consortium  
to report to Assistant Vice Chancellor of  
Educational Services

Move OCRC Executive Secretary to report  
to Assistant Vice Chancellor of Educational  
Services



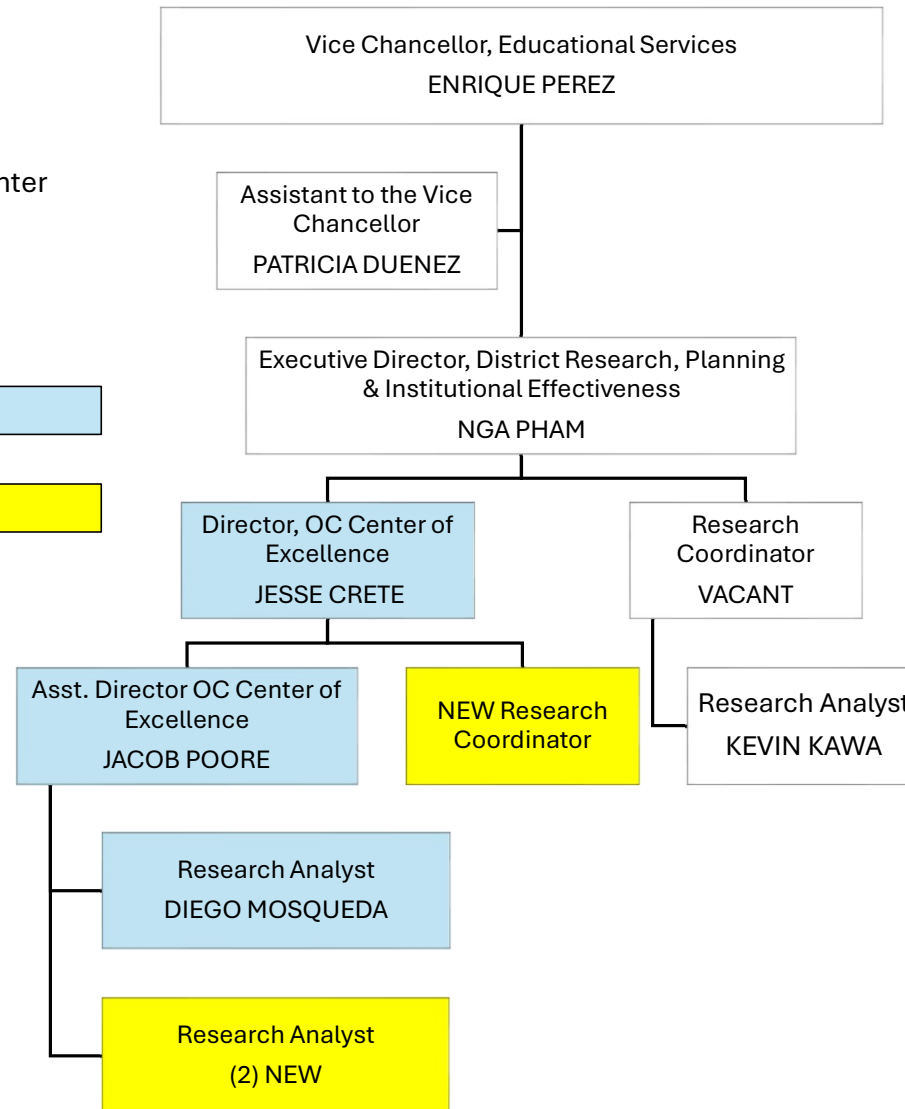


## PROPOSED

Move the Orange County Center of Excellence to report to Research, Planning & Institutional Effectiveness

Move Existing Positions

New Positions



PROPOSED

New Position

