

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

Number # \_\_\_\_\_  
*Assigned by Human Resources*

**Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.**

Site/Department/Division: Academic Affairs and Student Services

Manager/Supervisor: Carlos Lopez

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
-None-	One FT Research Analyst

Current annual salary/benefits cost \$ \_\_\_\_\_ Proposed annual salary/benefits cost \$ 54,152.00

Specify budget impact – include exact amounts or the best available estimate and the source of funding: (\$108,304 total; 50% is already funded)

GENERAL FUNDS                       RESTRICTED FUNDS

Source of funding (account numbers): 11-0000-601000-15051-2130

*(Attach necessary budget change forms)*

Reason for reorganization:

The Office of Institutional Effectiveness and the Vice President of Academic Affairs work closely to develop educational master planning tools to support student learning and success at Santa Ana College and to maintain full compliance with accreditation standards. To that end, a full time Research Analyst is being sought to dedicate exclusively to institution-wide planning processes linked to the Educational Master Plan, the Strategic Plan, the Institution Set Standards, and more. As such, this position will report directly to the Vice President of Academic Affairs and indirectly to the SAC Director of Research.

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.

Academic Affairs & Student Services are collaboratively supporting this effort.

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

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

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

# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

<b>POSITION TITLE</b>	<b>Research Analyst</b>		
<b>Grade, Step</b>	<b>MONTHLY RATE</b>	<b>NO OF MONTHS</b>	<b>ANNUAL COST</b>
Level 16, Step 3	\$ 5,313.69	12	\$ 63,764.28

<b>SALARY RELATED TAX/BENEFITS</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
PERS	13.888%	8,855.58	
SOCIAL SECURITY	6.200%	3,953.39	
MEDICARE	1.450%	924.58	
UNEMPLOYMENT	0.050%	31.88	
WORKERS COMP	2.400%	1,530.34	
ACTIVE RET. INS. COST	1.000%	637.64	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>24.988%</b>	<b>\$ 15,933.41</b>	<b>\$ 15,933.41</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 79,697.69</b>

<b>FRINGE BENEFITS COST</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
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	2.400%	36.00	
ACTIVE RET. INS. COST	1.000%	15.00	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>11.100%</b>	<b>\$ 1,666.50</b>	<b>\$ 1,666.50</b>

<b>INSURANCE BENEFITS</b>			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 63,764.28	145.38	
MEDICAL INSURANCE (see below)		26,793.52	
<b>TOTAL INSURANCE COST</b>		<b>26,938.90</b>	<b>\$ 26,938.90</b>

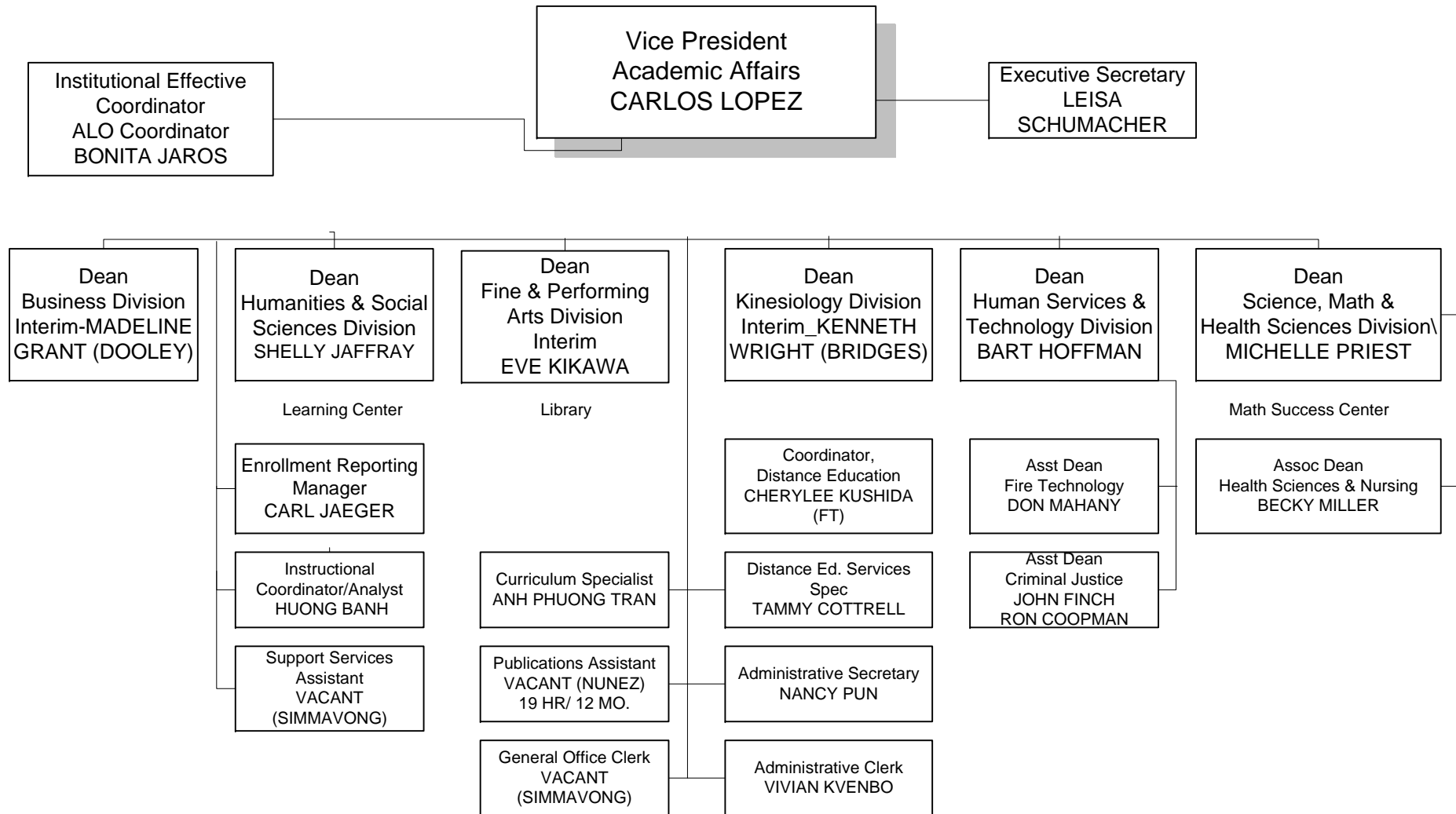
<b>TOTAL COST OF POSITION</b>	<b>\$ 108,303.09</b>
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<b>BENEFITS =</b>	<b>\$ 44,538.81</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>69.85%</b>

Admn., Superv/Mang. & Conf. (including Fringe amount)	<b>30,159.36</b>
CSEA	<b>24,909.00</b>

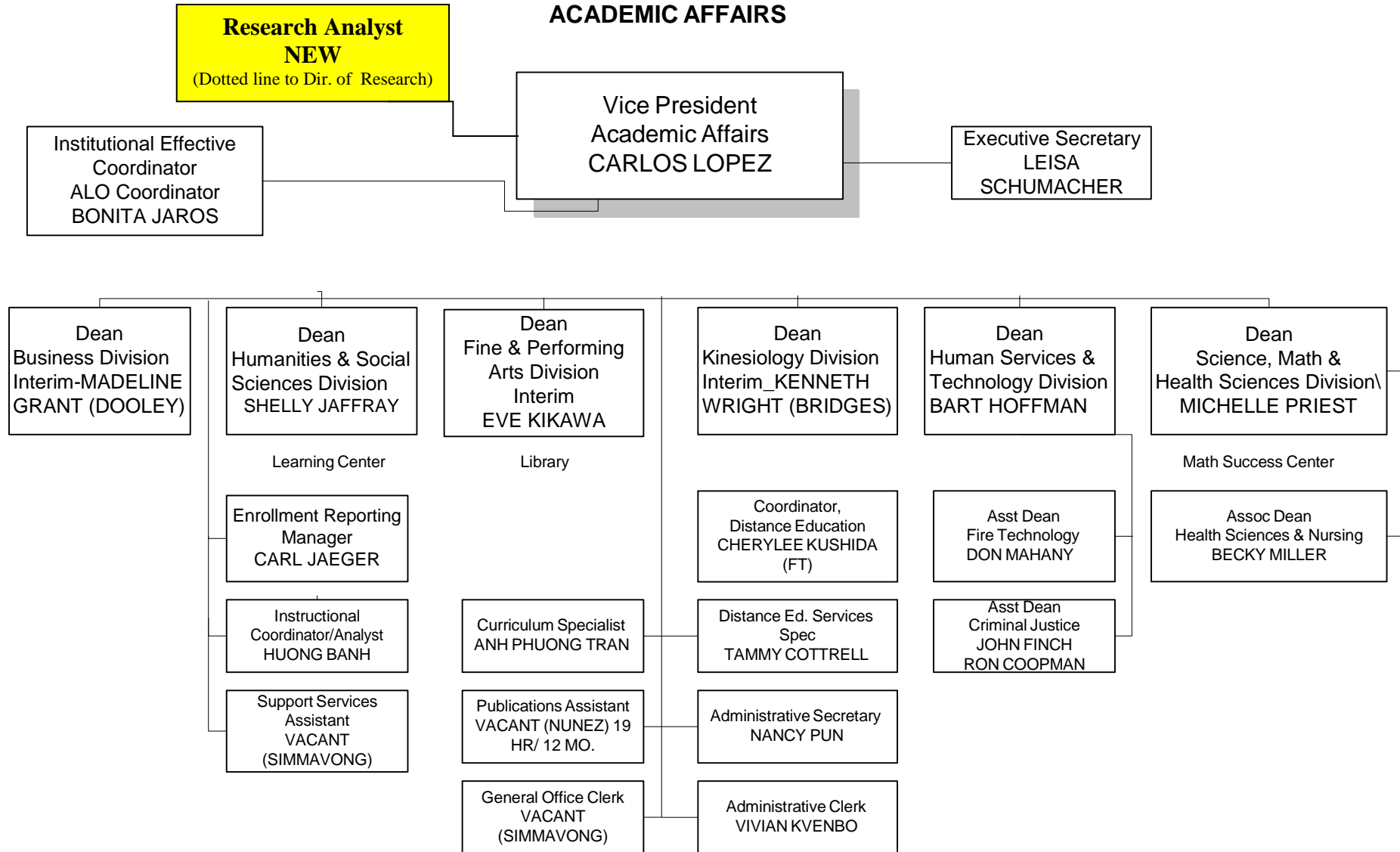
\* Per SB 361 Budget Model- new Classified positions should be budgeted at Step 3.

**Rancho Santiago Community College District  
SANTA ANA COLLEGE  
ACADEMIC AFFAIRS**



**PROPOSED**

**Rancho Santiago Community College District  
SANTA ANA COLLEGE  
ACADEMIC AFFAIRS**

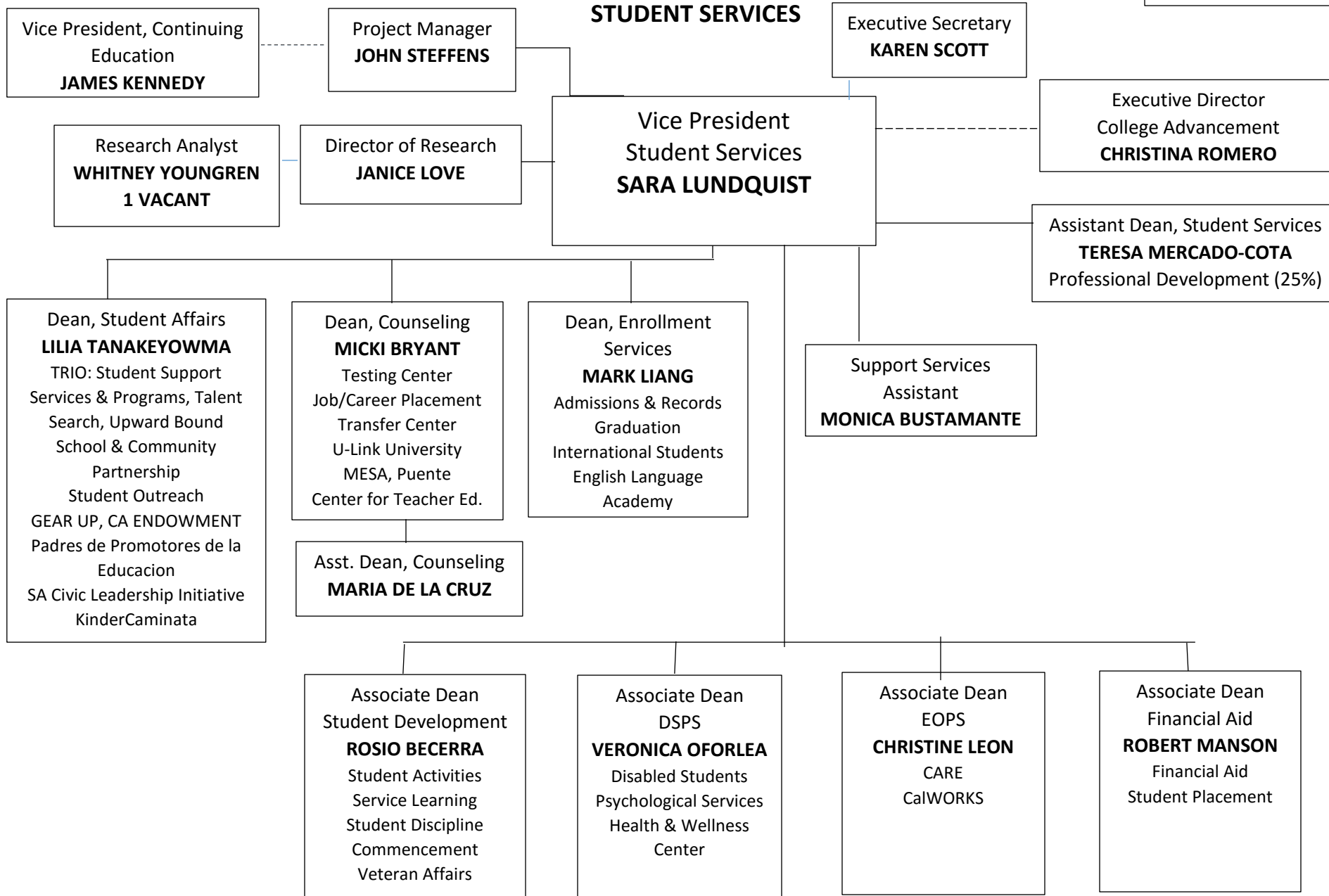


Rancho Santiago Community College District

SANTA ANA COLLEGE

STUDENT SERVICES

**Current**



Rancho Santiago Community College District

SANTA ANA COLLEGE

STUDENT SERVICES

**Proposed**

