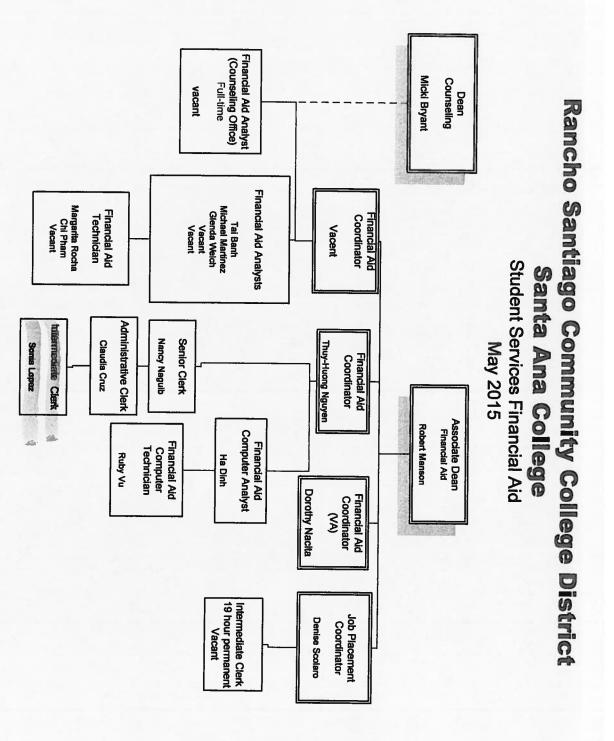
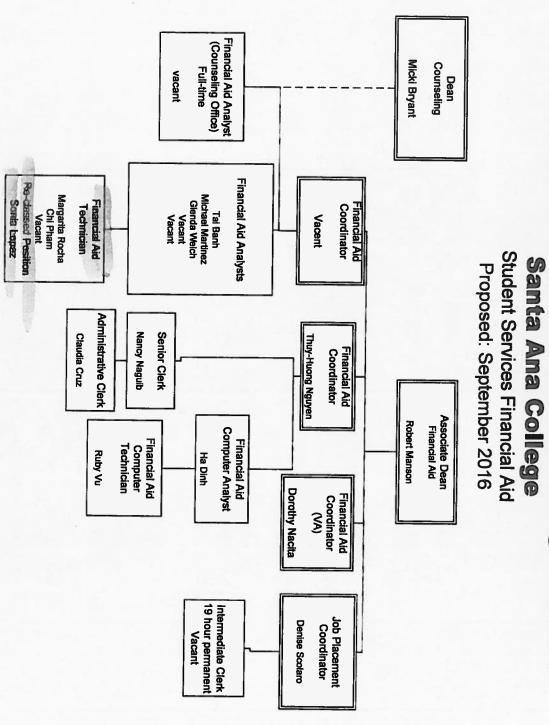
Number # Assigned by Human Resources

Use this form and the reorganization process to make a permane change of position, please attach a cost of position worksheet.	ent personnel change in your program or department. If proposing a new and/or
Site/Department/Division: SAC / Financial Aid / Student Service	95
Manager/Supervisor:Robert Manson	
Position(s) affected:	
CURRENT POSITION	PROPOSED POSITION
Intermediate Clerk (level 5)	Financial Aid Technician (level 8)
Current annual salary/benefits cost \$ <u>\$57,057</u> Specify budget impact – include exact amounts or the best available GENERAL FUNDS	
Source of funding (account numbers): <u>12-2550-646000-19405-2</u>	(Attach necessary budget change forms)
Reason for reorganization:	
Current employee has been working out of class (and being p	paid) since February. Technology has shifted staffing needs.
Will there be duties and/or responsibilities that will no longer be perfo No Yes I lf yes, please explain below.	rmed/required in this department/division?
File maintenance has been automated. Required tasks required	re more specialization.
Does this change affect more than one department/division?	No 🖌 Yes 📄 If yes, please explain below.
<u>Please note:</u> You are required to attach both current and proposed of this form. Submitted by (District Cabinet Member):	organization charts (highlighting all positions affected, both current and proposed) with Undguist
	RES AND/OR REVIEW DATES
Human Resources (Signature/Date):	Business Operations & Fiscal Services (Signature/Date):
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

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Rancho Santiago Community College District



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POSITION TITLE						
	MONTHL	Y	NO OF			JUAL
GRADE & STEP	RATE		MONTHS	_	COS	<u>T</u>
Financial Aid Technician - Step 8	\$	4,140.00		12	\$	49,680.00
SALARY RELATED	BENEFIT		BENEFIT	7		
TAX/BENEFITS	RATE		COST			
PERS		13.888%				
SOCIAL SECURITY MEDICARE		6.200%				
UNEMPLOYMENT		1.450%				
WORKERS COMP		0.050% 2.250%		_		
ACTIVE RET. INS. COST		1.000%	<u>1,117.8</u> 496.8			
	T	1.00070	790.0			
TOTAL TAX & BENEFIT COST		24.838%	\$ 12,339.5	2	\$	12,339.52
TOTAL SALARY & BENEFIT COST					\$	62,019.52
				_		
FRINGE BENEFITS COST	BENEFI	Г	BENEFIT			
FRINGE BENEFITS (CSEA only)	RATE		COST			
RAINE BENERING (COLA ONLY)			1,500.0	4		
SOCIAL SECURITY		6.200%	93.0	0		
MEDICARE		1.450%	21.7			
UNEMPLOYMENT		0.050%	0.7	-		
WORKERS COMP		2.250%	33.7	5		
ACTIVE RET. INS. COST		1.000%	15.0	0		
TOTAL FRINGE BENEFIT COST		10.950%	\$ 1,664.2	5	\$	1,664.25
INSURANCE BENEFITS	٦					
LIFE INSURANCE (ANNUAL OR \$50,000 minimu	 m)					
Annual Life Insurance X \$0.19/1000 X 12 Months) MEDICAL INSURANCE (see below)	\$	50,000.00	114.0	0		
TOTAL INSURANCE COST			114.00)	\$	114.00
				-		
TOTAL COST OF POSITION					\$	63,797.77
BENEFITS = \$ 14,117.77	n l					
BENEFIT COST AS A PERCENT OF CONTRACT				Ι		28.42%
Admn., Superv/Mang. & Conf. (including Fringe amo	unt)		30,699.48	ก		
termining, our entrange, or Contra theritating ringe and						

POSITION TITLE					
	MONTHLY		NO OF	AN	NUAL
GRADE & STEP	RATE		MONTHS	CO	<u>ST</u>
Intermediate Clerk - Step 5	\$	3,690.00	12	2 \$	44,280.00
SALARY RELATED	BENEFIT		BENEFIT	٦.	
TAX/BENEFITS	RATE		COST		
PERS		13.888%	6,149.61	-	
SOCIAL SECURITY		6.200%		1	
MEDICARE		1.450%		1	
UNEMPLOYMENT		0.050%		1	
WORKERS COMP		2.250%		1	
ACTIVE RET. INS. COST		1.000%	442.80	1	
TOTAL TAX & BENEFIT COST		24.838%	\$ 10,998.27	\$	10,998.27
TOTAL SALARY & BENEFIT COST				\$	55,278.2 7
FRINGE BENEFITS	BENEFIT		BENEFIT	1	
COST	RATE		COST		
FRINGE BENEFITS (CSEA only)			1,500.00	1	
SOCIAL SECURITY		6.200%	93.00	1	
MEDICARE		1.450%	21.75	1	
UNEMPLOYMENT		0.050%	0.75	1	
WORKERS COMP		2.250%	33.75	1	
ACTIVE RET. INS. COST		1.000%	15.00		
TOTAL FRINGE BENEFIT COST		0.950%	\$ 1,664.25	\$	1,664.25
INSURANCE BENEFITS					
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)]	
(Annual Life Insurance X \$0.19/1000 X 12 Months)		0,000.00	114.00		
MEDICAL INSURANCE (see below)	Ψ 5	0,000.00	114.00	1	
TOTAL INSURANCE COST			114.00	\$	114.00
TOTAL COST OF POSITION				\$	57,056.52
BENEFITS = \$ 12,776.52					
BENEFIT COST AS A PERCENT OF CONTRACT =		· · · · · · · · · · · · · · · · · · ·			28.85%
Admn., Superv/Mang. & Conf. (including Fringe amou	nt)		30,699.48	č	

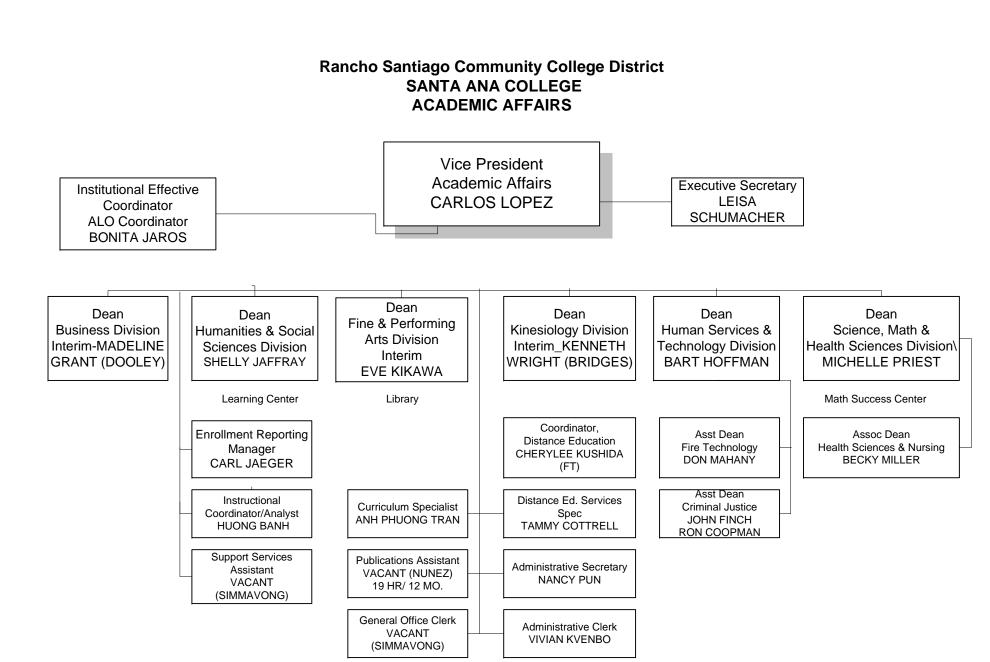
Number #______ Assigned by Human Resources

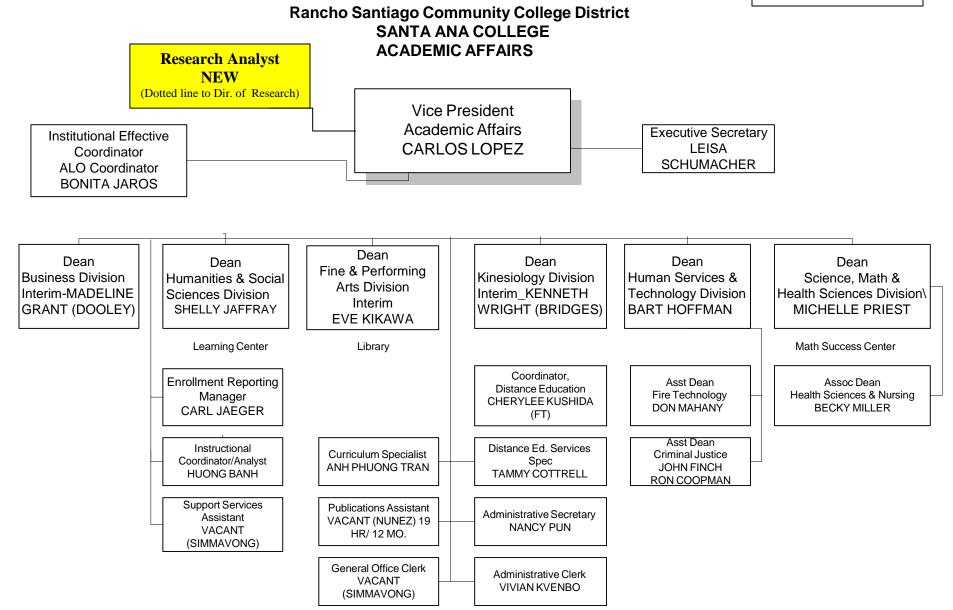
Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/o	r
change of position, please attach a cost of position worksheet.	

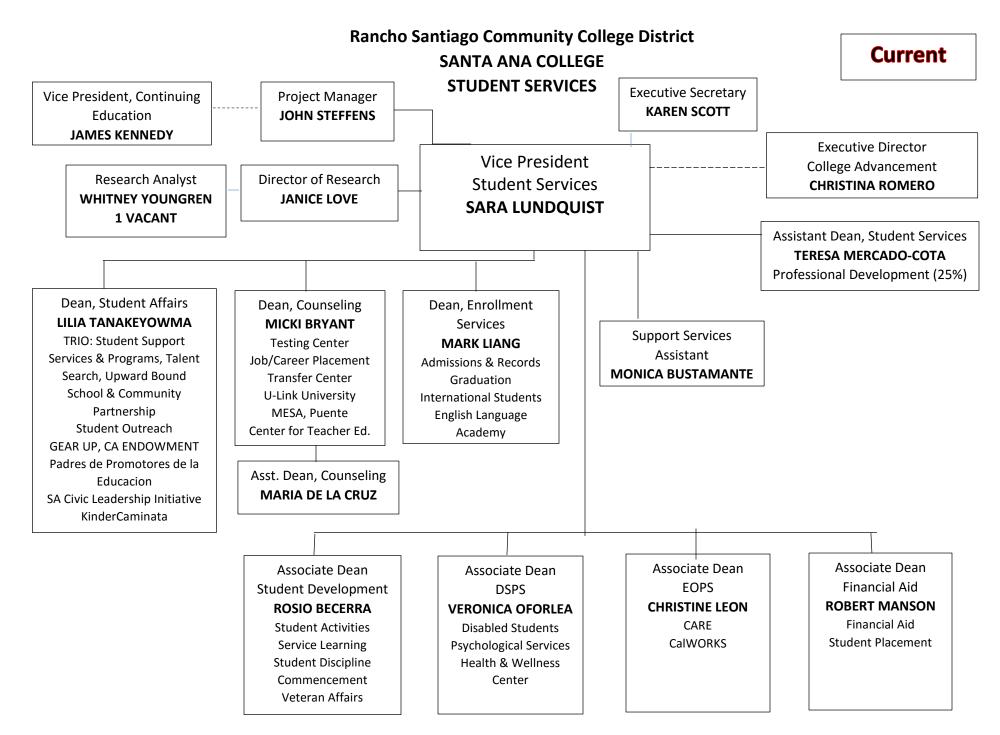
Site/Department/Division: Academic Affairs and Student Services	
Manager/Supervisor: <u>Carlos Lopez</u>	
Position(s) affected:	
CURRENT POSITION	PROPOSED POSITION
-None-	One FT Research Analyst
Current annual salary/benefits cost \$ P	roposed annual salary/benefits cost \$ <u>54,152.00</u>
Specify budget impact - include exact amounts or the best available estimate an	
GENERAL FUNDS X	RESTRICTED FUNDS
Source of funding (account numbers): <u>11-0000-601000-15051-2130</u> (Attach	J necessary budget change forms)
Reason for reorganization:	
The Office of Institutional Effectiveness and the Vice President o	f 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 sou	
processes linked to the Educational Master Plan, the Strategic P position will report directly to the Vice President of Academic Affa	
Will there be duties and/or responsibilities that will no longer be performed/requi	red in this department/division?
No X Yes If yes, please explain below.	
Does this change affect more than one department/division? No	Yes X If yes, please explain below.
Academic Affairs & Student Services are collaboratively support	orting this effort.
Please note: You are required to attach both current and proposed organization	n 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):	Business Operations & Fiscal Services (Signature/Date):
	Resource Development (Signature/Date – Only for Restricted Funds)

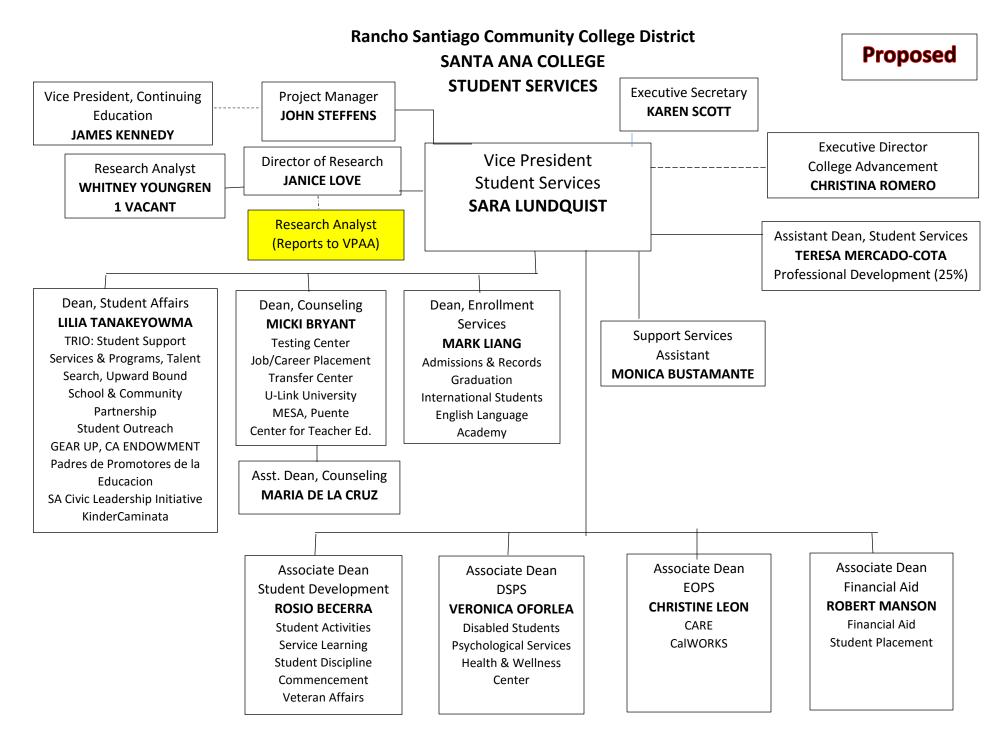
RSCCD cost of new position - classified contract

POSITION TITLE	Research Analy	vst		
	MONTHLY	NO OF	A NI	NUAL
Grade, Step	RATE	MONTHS	CO	
	MIL	MONTHS	0.0	51
Level 16, Step 3	\$ 5,313.0	59 12	\$	63,764.28
	φ 5,515.	12	Ψ	00,70 1120
SALARY RELATED	BENEFIT	BENEFIT	1	
TAX/BENEFITS	RATE	COST		
PERS	13.88	8,855.58		
SOCIAL SECURITY	6.200	· · · · · · · · · · · · · · · · · · ·		
MEDICARE	1.450	924.58		
UNEMPLOYMENT	0.050	31.88		
WORKERS COMP	2.400	0% 1,530.34		
ACTIVE RET. INS. COST	1.000			
TOTAL TAX & BENEFIT COST	24.988	\$% \$ 15,933.41	\$	15,933.41
TOTAL SALARY & BENEFIT COST			\$	79,697.69
			٦	
FRINGE BENEFITS	BENEFIT	BENEFIT		
COST	RATE	COST	-	
FRINGE BENEFITS (CSEA only)		1,500.00		
SOCIAL SECURITY	6.200	93.00		
MEDICARE	1.450			
UNEMPLOYMENT	0.050			
WORKERS COMP	2.400			
ACTIVE RET. INS. COST	1.00			
	1.00	15.00		
TOTAL FRINGE BENEFIT COST	11.100	\$ 1,666.50	\$	1,666.50
	111100	, , , , , , , , , , , , , , , , , , ,	Ŧ	2,00000
INSURANCE BENEFITS				
			_	
LIFE INSURANCE (ANNUAL OR \$50,000 minimu	n)			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum (Annual Life Insurance X \$0 19/1000 X 12 Months)	,	28 145 38		
(Annual Life Insurance X \$0.19/1000 X 12 Months)	n) \$ 63,764.2			
	,	28 145.38 26,793.52	-	
(Annual Life Insurance X \$0.19/1000 X 12 Months) MEDICAL INSURANCE (see below)	,	26,793.52	\$	26.938.90
(Annual Life Insurance X \$0.19/1000 X 12 Months)	,		\$	26,938.90
(Annual Life Insurance X \$0.19/1000 X 12 Months) MEDICAL INSURANCE (see below)	,	26,793.52	\$	26,938.90
(Annual Life Insurance X \$0.19/1000 X 12 Months) MEDICAL INSURANCE (see below) TOTAL INSURANCE COST	,	26,793.52		
(Annual Life Insurance X \$0.19/1000 X 12 Months) MEDICAL INSURANCE (see below)	,	26,793.52	\$	26,938.90 108,303.09
(Annual Life Insurance X \$0.19/1000 X 12 Months) MEDICAL INSURANCE (see below) TOTAL INSURANCE COST	\$ 63,764.2	26,793.52		
(Annual Life Insurance X \$0.19/1000 X 12 Months) MEDICAL INSURANCE (see below) TOTAL INSURANCE COST TOTAL COST OF POSITION	\$ 63,764.2	26,793.52		108,303.09
(Annual Life Insurance X \$0.19/1000 X 12 Months) MEDICAL INSURANCE (see below) TOTAL INSURANCE COST TOTAL COST OF POSITION BENEFITS = \$44,538.81 BENEFIT COST AS A PERCENT OF CONTRACT	\$ 63,764.2 =	26,793.52 26,938.90		108,303.09
(Annual Life Insurance X \$0.19/1000 X 12 Months) MEDICAL INSURANCE (see below) TOTAL INSURANCE COST TOTAL COST OF POSITION BENEFITS = \$44,538.81 BENEFIT COST AS A PERCENT OF CONTRACT Admn., Superv/Mang. & Conf. (including Fringe amo	\$ 63,764.2 =	26,793.52 26,938.90 30,159.36		
(Annual Life Insurance X \$0.19/1000 X 12 Months) MEDICAL INSURANCE (see below) TOTAL INSURANCE COST TOTAL COST OF POSITION BENEFITS = \$44,538.81 BENEFIT COST AS A PERCENT OF CONTRACT	\$ 63,764.2 = unt)	26,793.52 26,938.90		108,303.09









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: <u>SAC/Admission&Records/Student Services</u>	
Manager/Supervisor: Mark C. Liang	
Position(s) affected:	
CURRENT POSITION	PROPOSED POSITION
PT A&R Specialist I (Christie Steward, 20hrs.+Benef	its) 2 A&R Specialist I (19hrs./wk.)
Current annual salary/benefits cost <u>\$48,184</u> Specify budget impact – include exact amounts or the best available estimated of	Proposed annual salary/benefits cost \$ 36,184 nate and the source of funding: RESTRICTED FUNDS
Source of funding (account numbers): $11-0000-620000-19205$	5-2310 50% and 11-2410-620000-19205-2310 50% Attach necessary budget change forms)
as CNOA, Fire, CJ, Early Decision, and "VIP" (Counseling), process an increasing number of applications generated by enroll student and report attendance on an increasingly tight	
	ox Yes If yes, please explain below.
this form.	nization charts (highlighting all positions affected, both current and proposed) with
Submitted by (District Cabinet Member): Mark C. Liang	Date: <u>9/28/2016</u>
	AND/OR REVIEW DATES
Human Resources (Signature/Date):	Business Operations & Fiscal Services (Signature/Date):
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

COST OF NEW POSITION - CLASSIFIED 19 HOURS OR LESS and SHORT TERM

POSITION TITLE	A&R	I			
GRADE & STEP				ANNUAL COST	
			0 HRS/52 WEEKS		
6 & 1	\$	17,058.96	1.00	\$	17,058.96

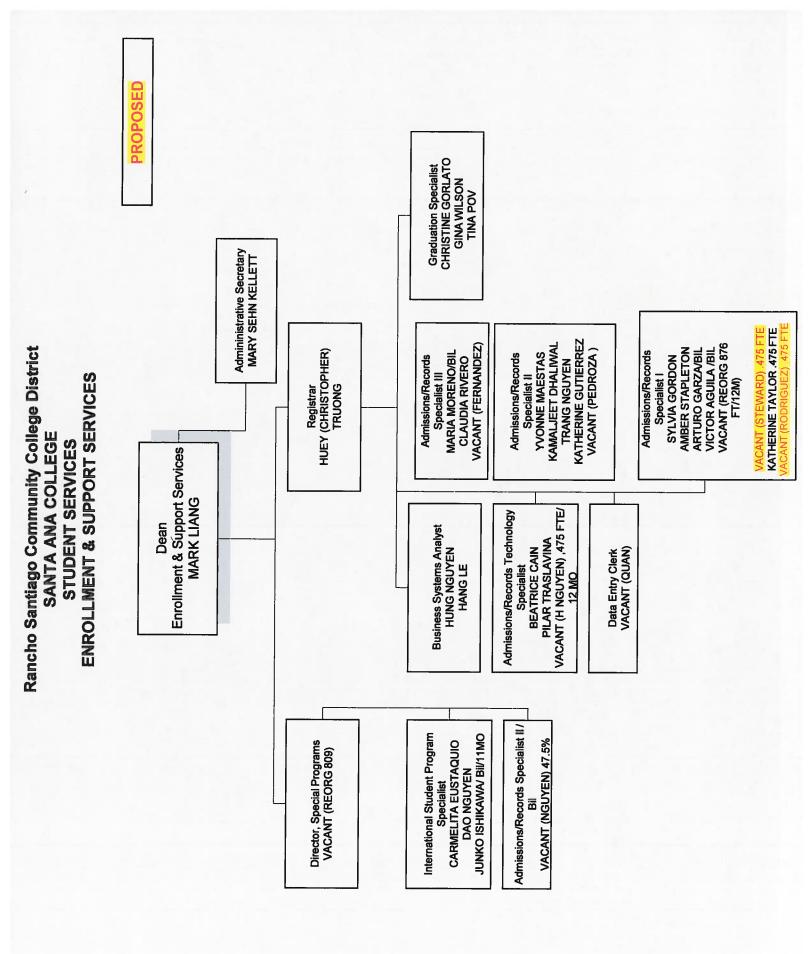
SALARY RELATED	BENEFIT	BENEFIT	1	
TAX/BENEFITS	RATE	COST		
PARS or PERS (see below)	1.300%	221.77		
MEDICARE	1.450%			
UNEMPLOYMENT	0.050%	8.53	1	
WORKERS COMP	2.250%	383.83]	
ACTIVE RET. INS. COST	1.000%	170.59]	
TOTAL TAX & BENEFIT COST	6.050%	\$ 1,032.07	\$	1,032.07
TOTAL SALARY & BENEFIT COST			\$	18,091.03
TOTAL COST OF POSITION			\$	18,091.03

BENEFITS =	\$ 1,032.07	
BENEFIT COST AS A PERCENT C	F CONTRACT =	6.05%

PERS	13.888%	2,369.15	
Soc. Sec.	6.200%	1,057.66	
Some part-time classified are me	mbers of PERS and wo	ould then have PERS of	of 13.888% and Soc. Sec. of 6.2%

instead of PARS of 1.3 %

CHRISTINE GORLATO GINA WILSON Graduation Specialist TINA POV Admininistrative Secretary MARY SEHN KELLETT VICTOR AGUILA /BIL VACANT(REORG 876 FT/12M) KATHERINE TAYLOR .475 FTE VACANT (RODRIGUEZ).475 KATHERINE GUTIERREZ VACANT (FERNANDEZ) KAMALJEET DHALIWAL TRANG NGUYEN AMBER STAPLETON VACANT (PEDROZA) **ARTURO GARZA/BIL Rancho Santiago Community College District** HUEY (CHRISTOPHER) TRUONG MARIA MORENO/BIL **YVONNE MAESTAS** Admissions/Records Admissions/Records SYLVIA GORDON **CLAUDIA RIVERO** Admissions/Records Specialist | Specialist III Specialist II ENROLLMENT & SUPPORT SERVICES Registrar SANTA ANA COLLEGE STUDENT SERVICES Enrollment & Support Services MARK LIANG PILAR TRASLAVINA VACANT (H NGUYEN) ,475 FTE/ Admissions/Records Technology Dean **Business Systems Analyst** HUNG NGUYEN HANG LE **BEATRICE CAIN** VACANT (QUAN) Data Entry Clerk Specialist 12 MO Admissions/Records Specialist II / JUNKO ISHIKAWA/ Bil/11MO International Student Program VACANT (NGUYEN) 47.5% CARMELITA EUSTAQUIO Director, Special Programs VACANT (REORG 809) DAO NGUYEN Specialist 'n





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 additional documentation is necessary, please attach additional pages.

Site/Department/Division: Santa Ana College/School of Continuing Education

Manger/Supervisor: Sergio Sotelo

Position(s) affected

CURRENT POSITION	PROPOSED POSITION
	Student Services Coordinator

Current annual salary/benefits cost \$_0_____ Proposed annual salary/benefits cost \$_103,010.22

Specify budget in	npact – include	exact amounts or	the best available estima	ite and the source of funding	g:
	성장이 비행을 실패할 것입니?			······	.

RESTRICTED FUNDS

Source of funding (account numbers): 11-2490-649000-18100-2130 50%, 12-1102 25%, 12-1106 25% (Attach necessary budget change forms)
Reason for reorganization

This position is needed to coordinate School of Continuing Education outreach activities. This is a position that was identified in the Resources Allocation Requests and is a high priority for the school in it efforts to grow enrollment and promote its adult education programs.

Will there be d	uties and/or	responsibilities	that will no lor	iger be perfo	ormed/require	ed in this depa	artment/division
No 🗸			olease explain b				

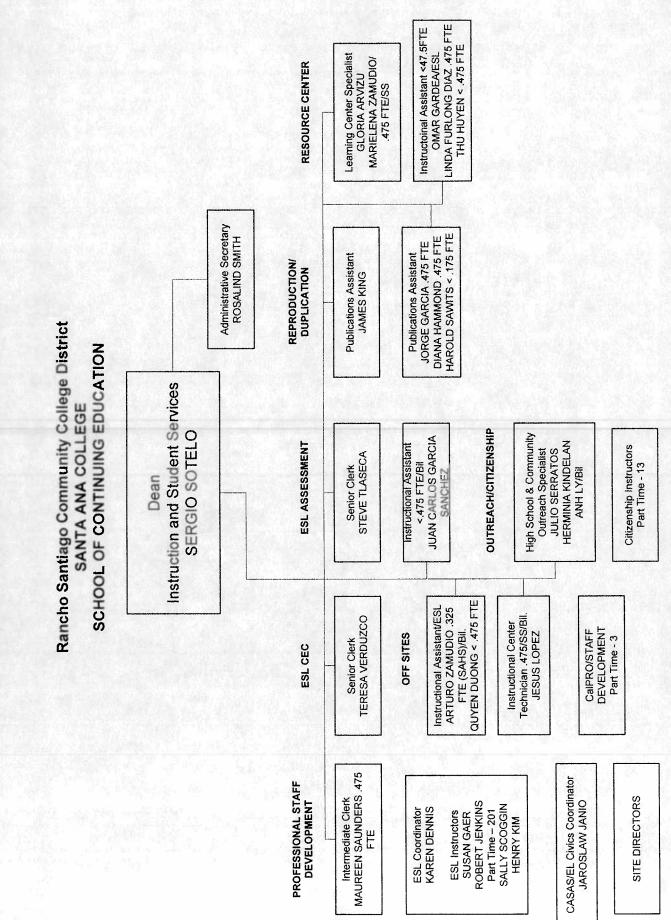
Does this change affect more than one department/division? No

If yes, please explain below.

<u>Please note:</u> 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): Jim Kennedy Date: 10/10/16

SIGN	ATURES AND,	OR REVIEW DAT	ES		
Human Resources (Signature/Date):		Business Operations 8	& Fiscal Services (Signature/Date)	1	
	nter Service destructions				
COLLEGE POSITIONS			DISTRICT POSIT	IONS	
President's Council Approval (Signature/Date):		Chancellor's Cabinet A	Approval (Signature/Date):		
					and the second
Chancellor's Cabinet Approval (Signature/Date):	· · ·	Chancellor's Cabinet A	Approval (Signature/Date):		
CSEA (Signature/Date):		CSEA (Signature/Date	;):		
					Revised 08/2012

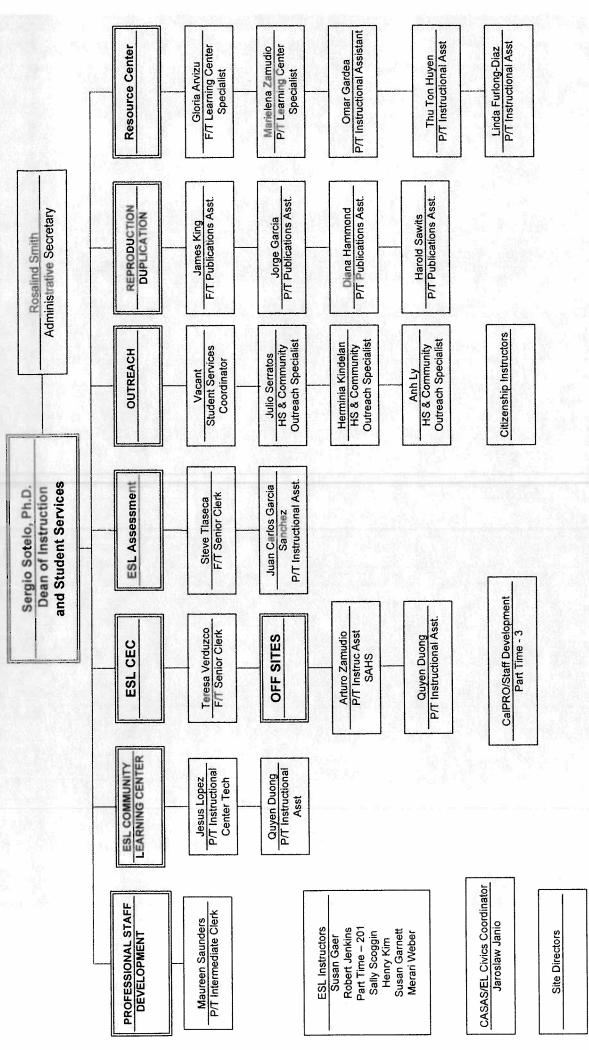


Current

FY 16 SAC CEC FSI S Solelo vsd 8/16/2016

Santa Ana College / School of Continuing Education

Proposed



10/10/2016

RSCCD COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Student Services Coordinator									
GRADE & STEP	MONTHLY RATE		NO OF MONTHS	ANNUAL COST						
Grade 15 - Step 3	s	-	18	S	60,120.57					

SALARY RELATED	BENEFIT	BENEFIT	1	
TAX/BENEFITS	RATE	COST		
PERS	13.888	% 8,349.54	1	
SOCIAL SECURITY	6.200	% 3,727.48	1	
MEDICARE	1.450	% 871.75	1	
UNEMPLOYMENT	0.050	% 30.06	1	
WORKERS COMP	2.250	% 1,352.71]	
ACTIVE RET. INS. COST	1.000	% 601.21]	
TOTAL TAX & BENEFIT COST	24.838	% \$ 14,932.75	\$	14,932.75
TOTAL SALARY & BENEFIT COST			\$	75,053.32

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	2.11	
FRINGE BENEFITS (CSEA only)		1,500.00		
SOCIAL SECURITY	6.200%	93.00		
MEDICARE	1.450%			
UNEMPLOYMENT	0.050%		İ	
WORKERS COMP	2.250%	33.75		
ACTIVE RET. INS. COST	1.000%	15.00		
TOTAL FRINGE BENEFIT COST	10.950%	\$ 1,664.25	\$	1,664.25
INSURANCE BENEFITS	물질 감독 성격			
LIFE INSURANCE (ANNUAL OR \$50,000 mini	mum)			
(Annual Life Insurance X \$0.19/1000 X 12 Month	ns) \$ 60,120.57	137.07		
MEDICAL INSURANCE (see below)		26,155.58	-	
TOTAL INSURANCE COST		26,292.65	\$	26,292.65
			<u> </u>	
TOTAL COST OF POSITION			\$	103,010.22
BENEFITS = \$ 42,889	0.65			
BENEFIT COST AS A PERCENT OF CONTRAC				71.34%
Admn., Superv/Mang. & Conf. (including Fringe a	amount)	30,699.48	1	
CSEA	-)	25,517.64		

Funding Breakdown with benefits: General Funds 50% \$ WIOA 1101 25% WIOA 1102 25%

51,505.11 25,752.56 25,752.56

\$

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 ne change of position, please attach a cost of position worksheet.	w and/or
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Site/Department/Division:	SAC/Facilities/Administrative	Services
---------------------------	-------------------------------	----------

Manager/Supervisor: Michael Collins/Mark Wheeler

Position(s) affected:	
CURRENT POSITION	PROPOSED POSITION
19hr Ongoing Administrative Clerk (Budget Office)	19hr Ongoing Administrative Clerk move to M&O
	Lead Central Plant Operator
Current annual salary/benefits cost \$_25,109 Specify budget impact – include exact amounts or the best available es GENERAL FUNDS	Proposed annual salary/benefits cost \$ 124,135 stimate and the source of funding:
Source of funding (account numbers):	
back-up for time-keeping duties. It has been determined to mo currently vacant in the budget office (A.Diaz) to the M&O den	te the new Central Plant effectively to ensure the maximum recognized benef ned/required in this department/division?
Does this change affect more than one department/division?	No Yes if yes, please explain below. hin the Administrative Services Division
Please note: You are required to attach both current and proposed org his form. Submitted by (District Cabinet Member):	ganization charts (highlighting all positions affected, both current and proposed) with
SIGNATIO	\$ AND/OR REVIEW DATES
Human Resources (Signature/Date):	Business Operations & Fiscal Services (Signature/Date):
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date):
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

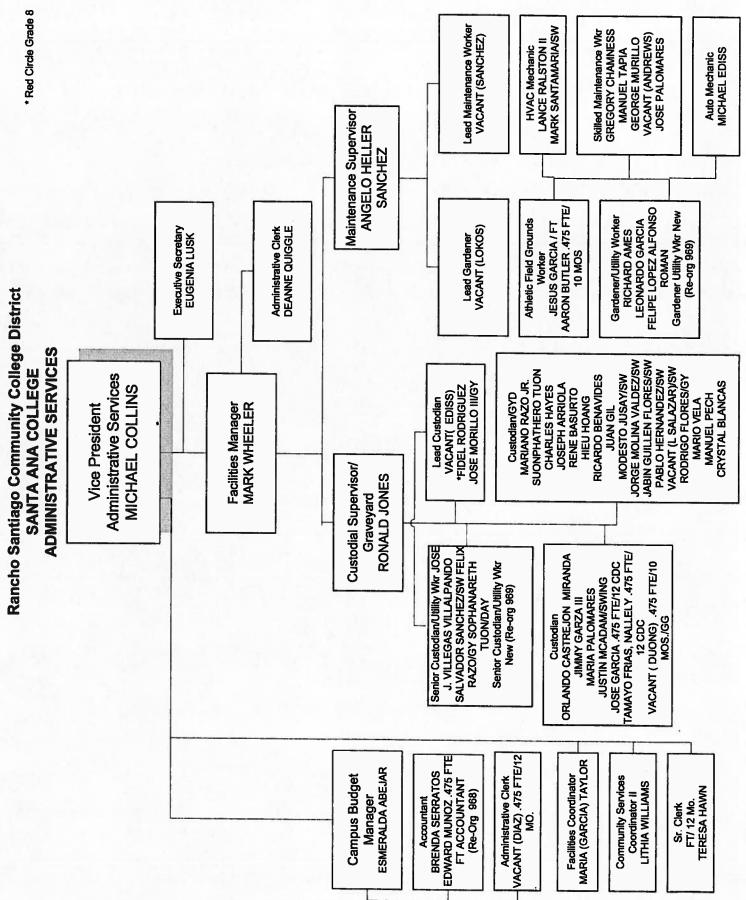
Lead Maintenance Worker MARK SANTAMARIA/SW **GREGORY CHAMNESS** Skilled Maintenance Wkr VACANT (ANDREWS) LANCE RALSTON II **GEORGE MURILLO** JOSE PALOMARES Vacant (SANCHEZ) Auto Mechanic MICHAEL EDISS Lead Central Plant **HVAC Mechanic** MANUEL TAPIA New Reorg# Operator Maintenance Supervisor ANGELO HELLER SANCHEZ JESUS GARCIA / FT AARON BUTLER .475 FTE/ 10 MOS FELIPE LOPEZ ALFONSO Vacant (DIAZ) .475 FTE/12 Gardener Utility Wkr NEW Athletic Field Grounds Gardener/Utility Worker LEONARDO GARCIA VACANT (LOKOS) DEANNE QUIGGLE Executive Secretary Administrative Clerk RICHARD AMES (RE-ORG# 969) **EUGENIA LUSK** Lead Gardener ROMAN Worker NON. Rancho Santiago Community College District **ADMINISTRATIVE SERVICES** JORGE MOLINA VALDEZ/SW JABIN GUILLEN FLORES/SW VACANT (L SALAZAR)/SW SANTA ANA COLLEGE PABLO HERNANDEZ/SW MARIANO RAZO JR. SUONPHATHERO TUON **RICARDO BENAVIDES** MODESTO JUSAY/SW Administrative Services RODRIGO FLORES/GY **CRYSTAL BLANCAS** JOSE MORILLO III/GY JOSEPH ARRIOLA CHARLES HAYES MICHAEL COLLINS FIDEL RODRIGUEZ **RENE BASURTO** VACANT(EDISS) MANUEL PECH Custodian/GYD **HIEU HOANG** MARIO VELA Lead Custodian Facilities Manager MARK WHEELER JUAN GIL Vice President Custodial Supervisor/ RONALD JONES Graveyard SALVADOR SANCHEZ/SW FELIX RAZO/ AMAYO FRIAS, NALLELY .475 FTE/ JOSE J. VILLEGAS VILLALPANDO **ORLANDO CASTREJON MIRANDA** VACANT (DUONG) .475 FTE/10 JOSE GARCIA .475 FTE/12 CDC **GY SOPHANARETH TUON/DA** Senior Custodian/Utility Wkr Senior Custodian/Utility Wkr MARIA PALOMARES JUSTIN MCADAM/SWING NEW (RE-ORG# 969) JIMMY GARZA III Custodian MOS./GG 12 CDC Facilities Coordinator MARIA (GARCIA) TAYLOR **ESMERALDA ABEJAR** BRENDA SERRATOS FT ACCOUNTANT **Campus Budget** Community Services LITHIA WILLIAMS **TERESA HAWN** (Re-Org# 968) Coordinator II Manager Accountant FT/ 12 Mo. Sr. Clerk

FY 16

FY 16 SAC Administrative Services - Proposed 11-8-2016

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FY 16

FY 16 SAC Administrative Services 8/16/2016

20,113 2,793 1,247 292 201 9 453 25,109 Amount Date W41/11 Date Office Use Object 2310 3215 3315 TOTAL 3325 3435 3515 3615 Department XCCC 17400 17400 17400 17400 17400 17400 17400 Projects only) FUND TRANSFER NUMBER: President or Vice President NUCCO 651000 651000 651000 651000 651000 651000 651000 Sapt **PROCESS DATE:** ENTERED BY: Resource Developm No. RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT 0000 0000 0000 0000 Approval Signatures: **BUDGET CHANGE FORM** DEBIT (To) Pul X F ŧ ÷ Ŧ ÷ 1 7 20,113 2,793 1,247 292 201 10 453 25,109 College - Department Name SAC- Budget Office Reason for Change: Transfer of funds for PT-Ongoing Administrative Clerk position vacated by A.Diaz from Budget Office/Admin Svcs to Maintenance & Operations/Admin Svcs. Office Use 46598 TOTAL Objact 20000 3215 3315 2310 3325 3435 3515 3615 It is requested that changes to budgeted funds be made as listed below: Department 17100 17100 17100 17100 17100 17100 17100 Name Administrator 70P8 683000 683000 683000 683000 683000 683000 683000 Esmeralda Abejar 2016/17 FISCAL SERVICES 11/15/2016 CREDIT (From) 0000 0000 8 000 0000 800 FISCAL YEAR: Contact Person: FROM: DATE: (ב) = Ŧ # Ŧ 7 Ŧ ë

Fiscal Administrator

Phone No.

E-MAILED	211.12.					sent Object Amount	2130	3215	3315	3325	3435 5	3515	3615	3415 2	0 3915 1,500				99,026			y) to/atte	Date		Date
STRICT	FUND TRANSFER NUMBER:	s date:) BY:			TOPS Department	-	651000	651000 17400	651000	651000	651000	651000		651000 17400						-	evelopment (to special Projects only)	President or Vide President	1	Fiscal Administrator
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BUDGET CHANGE FORM	FUND TR	PROCESS DATE:	ENTERED BY:		DEBIT (To)	Polori Tarat		11	11 0000	11 0000	11 0000	11 0000	11 0000	11 0000	11 0000					Ammund Clanchinge		Resource Developm			
CHO SANTIAGO COM BUDGET CI			SAC/Budget Office College - Department Name		Office Use		99.026												90.099		rator			46592	Phone Me
RAN			/ SAC/	It is requested that changes to budgeted funds be made as listed below:		Department Object		┢											TOTAL		Cover 100% for Lead Central Plant Uperal				
	2016/2017	SERVICES	Signature - Administrator 10/10/2016	changes to budgeted func		SdO1	679000	╞														Newkeorg 1		Brenda Serratos	L
	FISCAL YEAR:	TO: FISCAL SI	FROM:	It is requested that (CREDIT (From)	Fund Project 3	11 000	╞													Reason for Change:			Contact.Person:	

	Number # Assigned by Human Resources
Use this form and the reorganization process to make a permanent pe change of position, please attach a cost of position worksheet.	rsonnel change in your program or department. If proposing a new and/or
Site/Department/Division: SAC/Budget Office/Administrative Services	S
Manager/Supervisor: Michael Collins/Esmeralda Abejar	
Position(s) affected:	
CURRENT POSITION	PROPOSED POSITION
	Full-Time Accountant
Current annual salary/benefits cost \$ Specify budget impact – include exact amounts or the best available estimated	Proposed annual salary/benefits cost \$ 95,346
GENERAL FUNDS	
	3.78% 11-0000-709000-11300-2130 26.22 % (Foundation funded)
	tach necessary budget change forms)
Reason for reorganization:	
The SAC Foundation assets have increased from \$3.7m from FY 1	1/12 to \$9.9m in FY 15/16. A full-time accountant is needed to
monitor grants expenses, book gains and losses of portfolio invest	ment, cut checks for events and scholarships disbursements, and record
donor contributions, prepare journal entries and bank reconciliation	ons.
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?

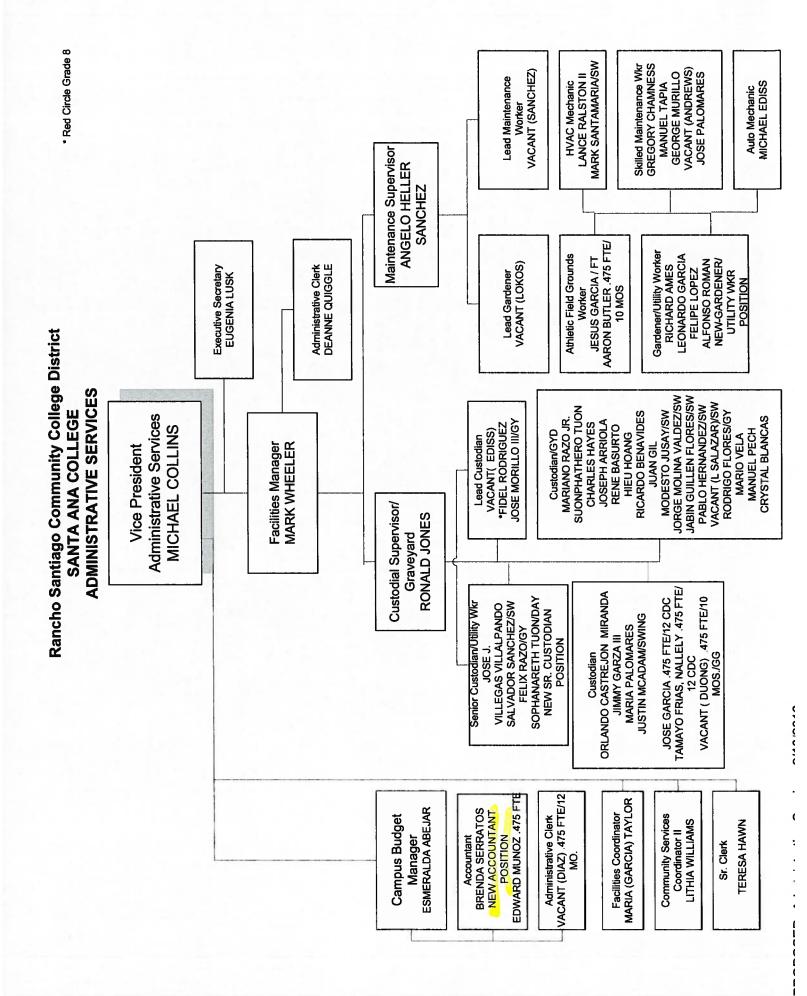
No Yes If yes, please explain below.

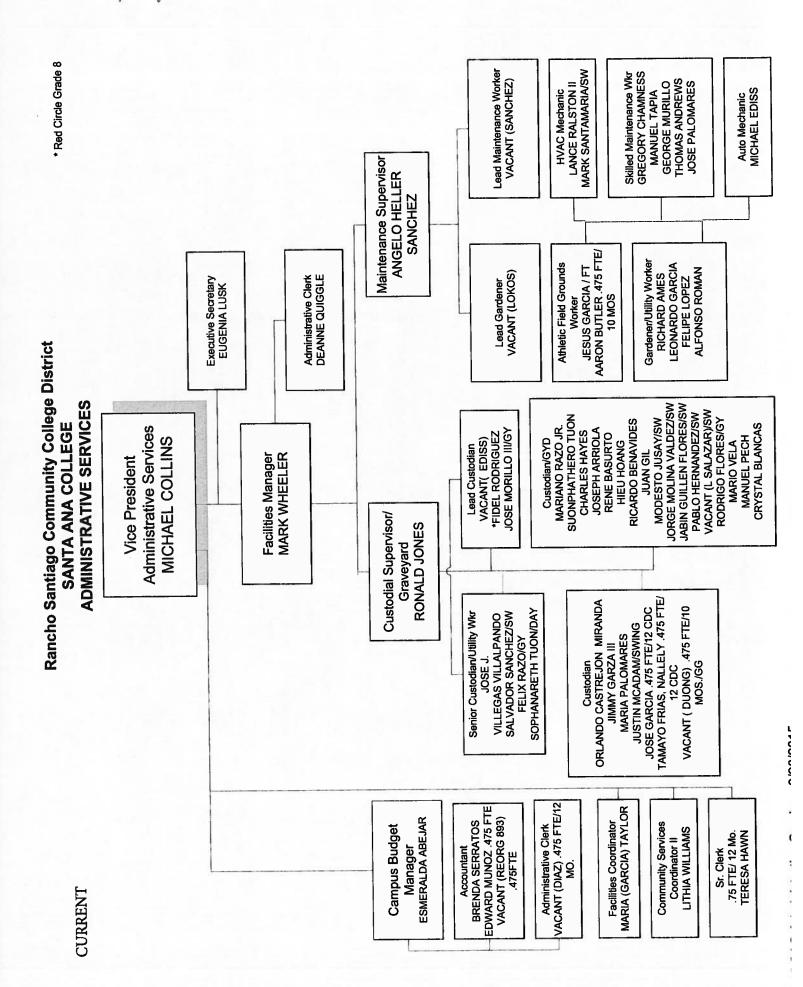
Please note: You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

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

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Accountant		-11	
	MONTHLY	NO OF		UAL
GRADE & STEP	RATE	MONTHS	COS	Г
GRADE 13 & STEP 3	¢ 52.003.59		\$	52 002 59
ORADE 13 & STEP 3	\$ 53,992.58	1	3	53,992.58
SALARY RELATED	BENEFIT	BENEFIT	1	
TAX/BENEFITS	RATE	COST		
PERS	13.888%		-	
SOCIAL SECURITY MEDICARE	6.200%		1	
UNEMPLOYMENT	1.450% 0.050%		1	
WORKERS COMP	2.250%			
ACTIVE RET. INS. COST	1.000%			
TOTAL TAY & DENIFEIT COOT			6	12 410 (0
TOTAL TAX & BENEFIT COST	24.838%	\$ 13,410.68	\$	13,410.68
TOTAL SALARY & BENEFIT COST			\$	67,403.26
FRINGE BENEFITS	BENEFIT	BENEFIT	1	
COST	RATE	COST		
FRINGE BENEFITS (CSEA only)		1,500.00		
]	
SOCIAL SECURITY	6.200%			
MEDICARE	1.450%			
UNEMPLOYMENT	0.050%		-	
WORKERS COMP ACTIVE RET. INS. COST	2.250% 1.000%			
ACTIVE RET. INS. COST	1.000%	15.00		
TOTAL FRINGE BENEFIT COST	10.950%	\$ 1,664.25	\$	1,664.25
INSURANCE BENEFITS	1			
LIFE INSURANCE (ANNUAL OR \$50,000 minimur	n)]	
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 53,992.58	123.10		
MEDICAL INSURANCE (see below)		26,155.58	1	
TOTAL INSURANCE COST		26,278.68	\$	26,278.68
TOTAL COST OF POSITION			\$	95,346.19
			L	
BENEFITS = \$ 41,353.61			_	
BENEFIT COST AS A PERCENT OF CONTRACT	=			76.59%
Admn., Superv/Mang. & Conf. (including Fringe amo	umt)	30,699.48	1	
Adding Suberviviante & Com, uncluding Fringe and		20.044.04		





	Assigned by Human Resource
ise this form and the reorganization process to make a permar hange of position, please attach a cost of position worksheet.	nent personnel change in your program or department. If proposing a new and/or
ite/Department/Division: SAC/Facilities/Administrative Service	es
Michael Celline Mark Michaeler	
vanager/Supervisor:	
Position(s) affected:	
CURRENT POSITION	Gardener/Utility Worker
	Sr. Custodian
Current annual salary/benefits cost \$	Proposed annual salary/benefits cost \$
specify budget impact - include exact amounts or the best available	estimate and the source of funding:
Source of funding (account numbers): 11-0000-655000-17300-2	2130-100%11-0000-653000-17200-2130100%
	(Attach necessary budget change forms)
mprovements.	otage for grounds keeping has increased due to recent landscaping
APPA (Association of Physical Plan Administrator). The square for mprovements. Will there be duties and/or responsibilities that will no longer be per No 🖌 Yes 🗌 If yes, please explain below.	
Will there be duties and/or responsibilities that will no longer be performed	
mprovements. Will there be duties and/or responsibilities that will no longer be perform version of the second sec	formed/required in this department/division?
mprovements. Will there be duties and/or responsibilities that will no longer be perform vo ✓ Yes ☐ If yes, please explain below. Does this change affect more than one department/division? Please note: You are required to attach both current and proposed this form. Submitted by (District Cabinet Member):	formed/required in this department/division?
mprovements. Will there be duties and/or responsibilities that will no longer be performed by the second s	formed/required in this department/division? No 🗹 Yes 📄 If yes, please explain below. d organization charts (highlighting all positions affected, both current and proposed) with
mprovements.	formed/required in this department/division? No Yes If yes, please explain below. d organization charts (highlighting all positions affected, both current and proposed) with Date: URES AND/OR REVIEW DATES
mprovements. Will there be duties and/or responsibilities that will no longer be performed by Yes No Yes If yes, please explain below. Does this change affect more than one department/division? Please note: You are required to attach both current and proposed this form. Submitted by (District Cabinet Member):	formed/required in this department/division? No Yes If yes, please explain below. d organization charts (highlighting all positions affected, both current and proposed) with Date: URES AND/OR REVIEW DATES Business Operations & Fiscal Services (Signature/Date):

Chancellor's Council Approval (Signature/Date):

CSEA (Signature/Date):

CSEA (Signature/Date):

Chancellor's Cabinet Approval (Signature/Date):

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Gardener/Utility Wrk			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST	
GRADE 8 & STEP 3	\$ 42,870.46		\$ 42,870.46	

SALARY RELATED	BENEFIT	BENEFIT		
TAX/BENEFITS	RATE	COST		
PERS	13.888%	5,953.85		
SOCIAL SECURITY	6.200%			
MEDICARE	1.450%	621.62	1	
UNEMPLOYMENT	0.050%	21.44		
WORKERS COMP	2.250%	964.59	1	
ACTIVE RET. INS. COST	1.000%	428.70		
TOTAL TAX & BENEFIT COST	24.838%	\$ 10,648.17	\$	10,648.17
TOTAL SALARY & BENEFIT COST			\$	53,518.63

FRINGE BENEFITS	BENEFIT	BENEFIT	
COST	RATE	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	2.250%	33.75	
ACTIVE RET. INS. COST	1.000%	15.00	
TOTAL FRINGE BENEFIT COST	10.950%	\$ 1,664.25	\$ 1,664.25

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months) \$	50,000.00	114.00	
MEDICAL INSURANCE (see below)		26,155.58	
TOTAL INSURANCE COST		26,269.58	\$ 26,269.58
TOTAL COST OF POSITION			\$ 81,452.46

BENEFIT COST AS A PERCENT OF CONTRACT =		90.00%
Admn., Superv/Mang. & Conf. (including Fringe amount)	30,699.48	
CSEA	25,517.64	

POSITION TITLE	Sr. Custodian			
	MONTHLY NO OF		ANNUAL	
GRADE & STEP	RATE	MONTHS	COST	
GRADE 7 & STEP 3	\$ 41,201.	52	1 \$ 41,201.52	

SALARY RELATED	BENEFIT	BENEFIT		
TAX/BENEFITS	RATE	COST		
PERS	13.888	5,722.07		
SOCIAL SECURITY	6.200			
MEDICARE	1.450			
UNEMPLOYMENT	0.050	20.60]	
WORKERS COMP	2.250	% 927.03		
ACTIVE RET. INS. COST	1.000	% 412.02		
TOTAL TAX & BENEFIT COST	24.838	% \$ 10,233.63	\$	10,233.63
TOTAL SALARY & BENEFIT COST			\$	51,435.15

FRINGE BENEFITS	BENEFIT	BENEFIT		
COST	RATE	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	2.250%	33.75		
ACTIVE RET. INS. COST	1.000%	15.00		_
TOTAL EDINCE DENEELT COST	10.0509/	\$ 1 664 25	e	1 664 25

TOTAL FRINGE BENEFIT COST	10.950%	\$ 1,664.25	\$	1,664.25
INSURANCE BENEFITS				
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)				
(Annual Life Insurance X \$0.19/1000 X 12 Months) \$	50,000.00	114.00	-	
MEDICAL INSURANCE (see below)		26,155.58		
TOTAL INSURANCE COST		26,269.58	\$	26,269.58
TOTAL COST OF POSITION			\$	79,368.98

BEITEITIB	\$ 50,107.10	
BENEFIT COST AS A PE	ERCENT OF CONTRACT =	92.64%

Admn., Superv/Mang. & Conf. (including Fringe amount)	30,699.48
CSEA	25,517.64

