

**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: SAC / Financial Aid / Student Services

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 \$ \$57,057 Proposed annual salary/benefits cost \$ \$63,798

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): 12-2550-646000-19405-2130
(Attach necessary budget change forms)

Reason for reorganization:

Current employee has been working out of class (and being paid) since February. Technology has shifted staffing needs.

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.

File maintenance has been automated. Required tasks require more specialization.

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*): Sara Lundquist Date: _____

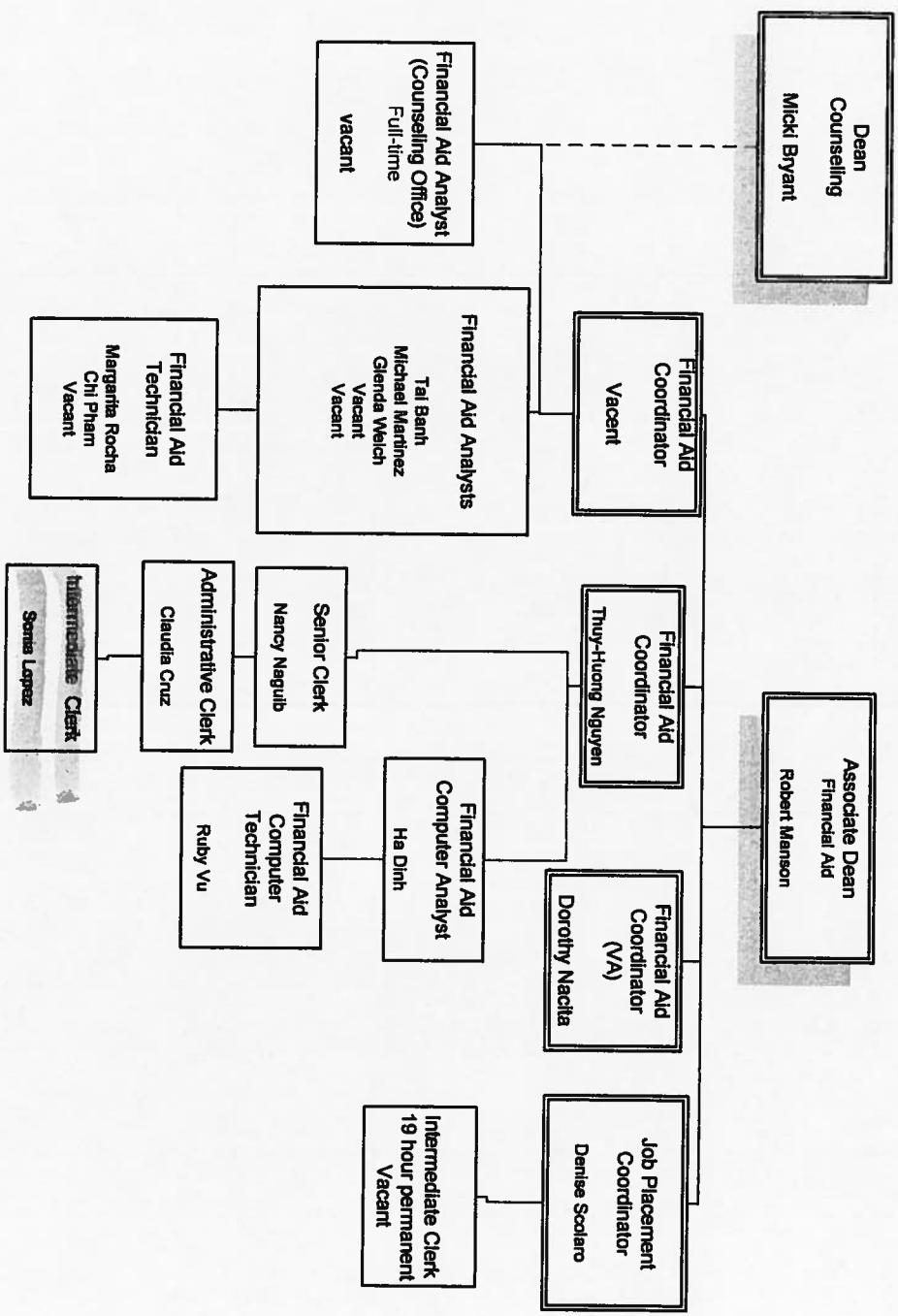
SIGNATURES AND/OR REVIEW DATES	
Human Resources (<i>Signature/Date</i>):	Business Operations & Fiscal Services (<i>Signature/Date</i>):
	Resource Development (<i>Signature/Date – Only for Restricted Funds</i>):
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (<i>Signature/Date</i>):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

Rancho Santiago Community College District

Santa Ana College

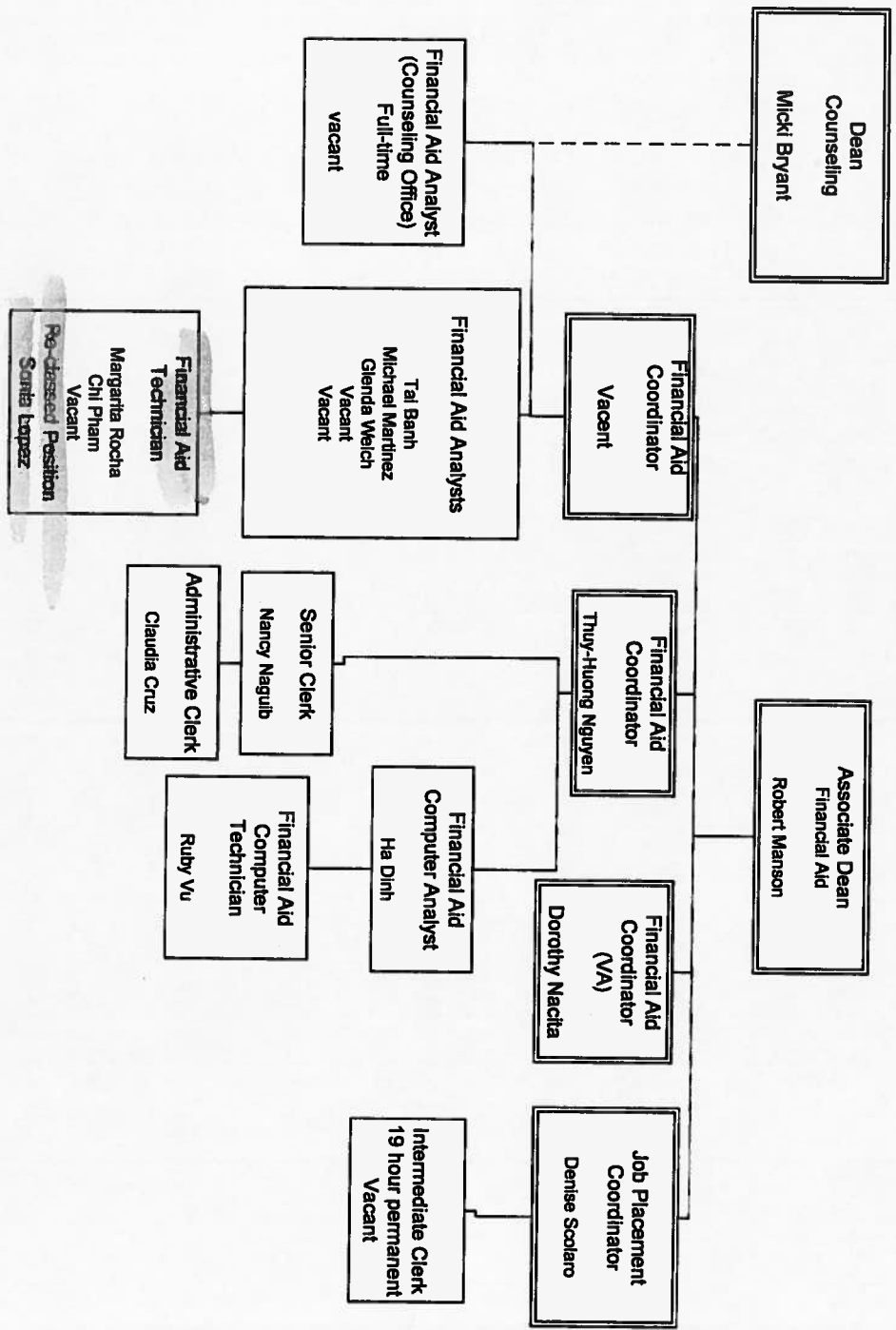
Student Services Financial Aid

May 2015



Rancho Santiago Community College District Santa Ana College

Student Services Financial Aid Proposed: September 2016



RSCCD

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Financial Aid Technician - Step 8	\$ 4,140.00	12	\$ 49,680.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	13.888%	6,899.56	
SOCIAL SECURITY	6.200%	3,080.16	
MEDICARE	1.450%	720.36	
UNEMPLOYMENT	0.050%	24.84	
WORKERS COMP	2.250%	1,117.80	
ACTIVE RET. INS. COST	1.000%	496.80	
TOTAL TAX & BENEFIT COST	24.838%	\$ 12,339.52	\$ 12,339.52
TOTAL SALARY & BENEFIT COST			\$ 62,019.52

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	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)			
TOTAL INSURANCE COST		114.00	\$ 114.00

TOTAL COST OF POSITION	\$ 63,797.77
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BENEFITS =	\$ 14,117.77
BENEFIT COST AS A PERCENT OF CONTRACT =	28.42%

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

RSCCD

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Intermediate Clerk - Step 5	\$ 3,690.00	12	\$ 44,280.00

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	13.888%	6,149.61	
SOCIAL SECURITY	6.200%	2,745.36	
MEDICARE	1.450%	642.06	
UNEMPLOYMENT	0.050%	22.14	
WORKERS COMP	2.250%	996.30	
ACTIVE RET. INS. COST	1.000%	442.80	
TOTAL TAX & BENEFIT COST	24.838%	\$ 10,998.27	\$ 10,998.27
TOTAL SALARY & BENEFIT COST			\$ 55,278.27

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	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)			
TOTAL INSURANCE COST		114.00	\$ 114.00

TOTAL COST OF POSITION	\$ 57,056.52
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BENEFITS =	\$ 12,776.52
BENEFIT COST AS A PERCENT OF CONTRACT =	28.85%

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

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

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

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
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	
TOTAL TAX & BENEFIT COST	24.988%	\$ 15,933.41	\$ 15,933.41
TOTAL SALARY & BENEFIT COST			\$ 79,697.69

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	2.400%	36.00	
ACTIVE RET. INS. COST	1.000%	15.00	
TOTAL FRINGE BENEFIT COST	11.100%	\$ 1,666.50	\$ 1,666.50

INSURANCE BENEFITS			
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	
TOTAL INSURANCE COST		26,938.90	\$ 26,938.90

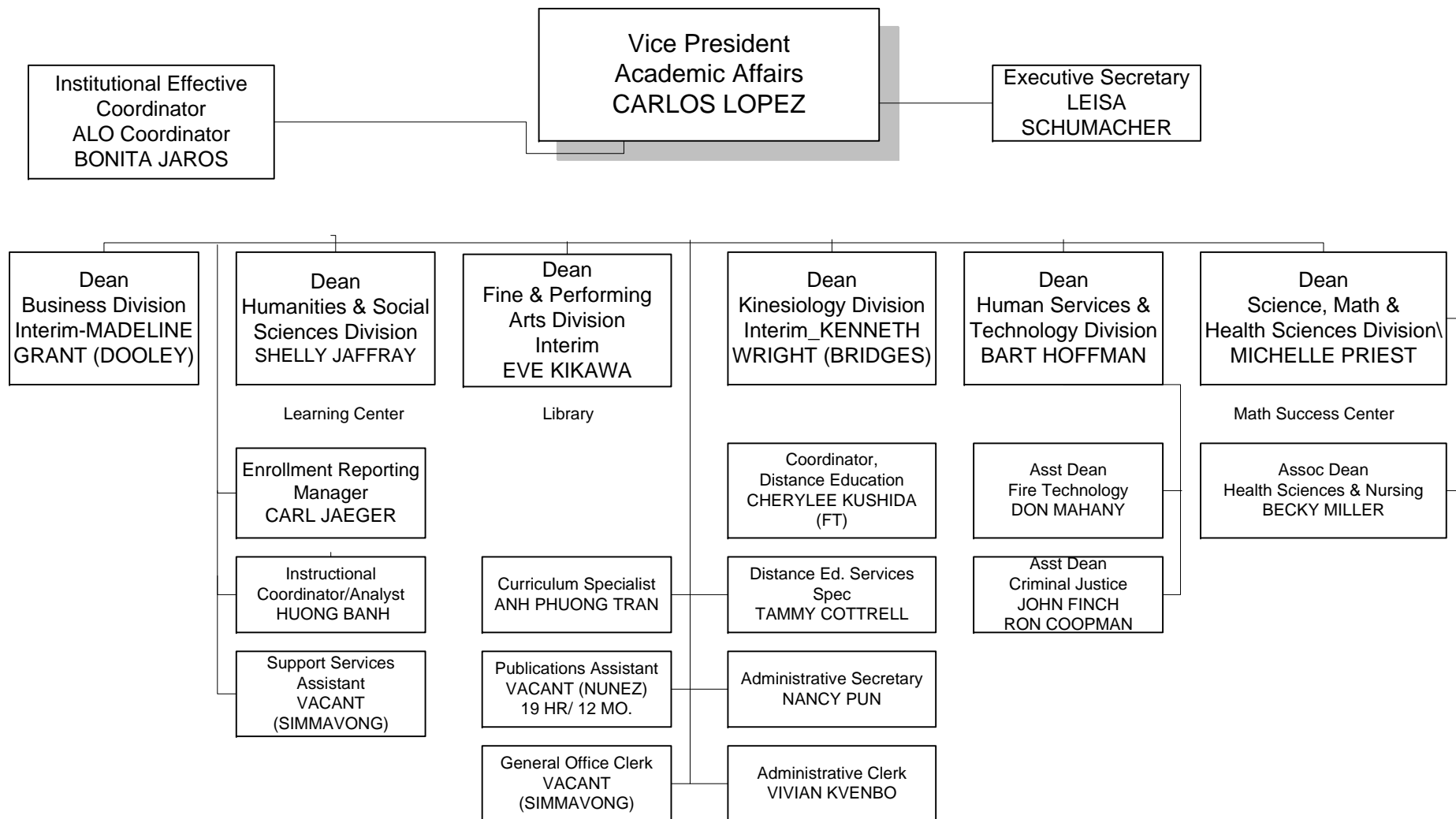
TOTAL COST OF POSITION	\$ 108,303.09
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BENEFITS =	\$ 44,538.81
BENEFIT COST AS A PERCENT OF CONTRACT =	69.85%

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

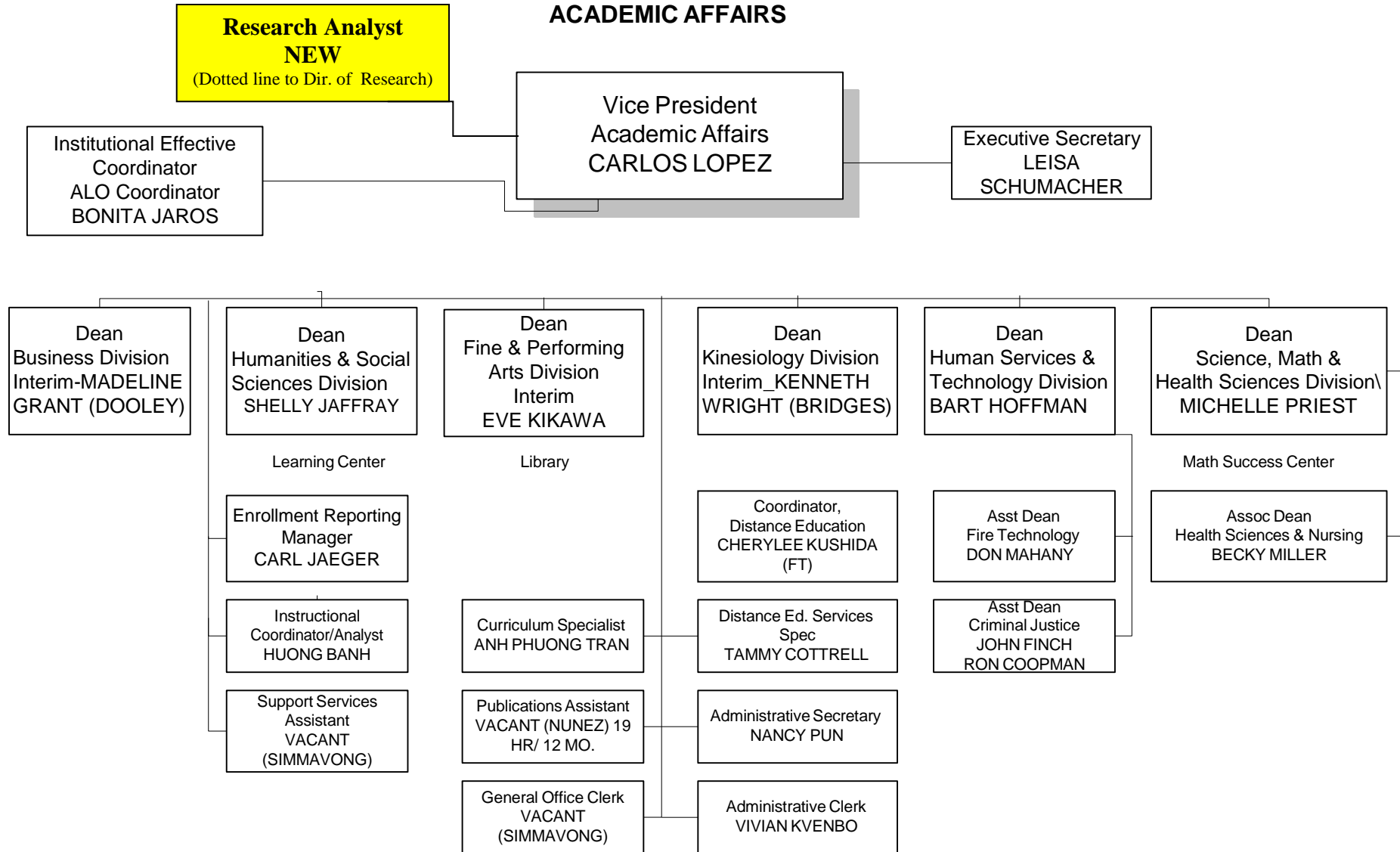
* Per SB 361 Budget Model- new Classified positions should be budgeted at Step 3.

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



PROPOSED

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

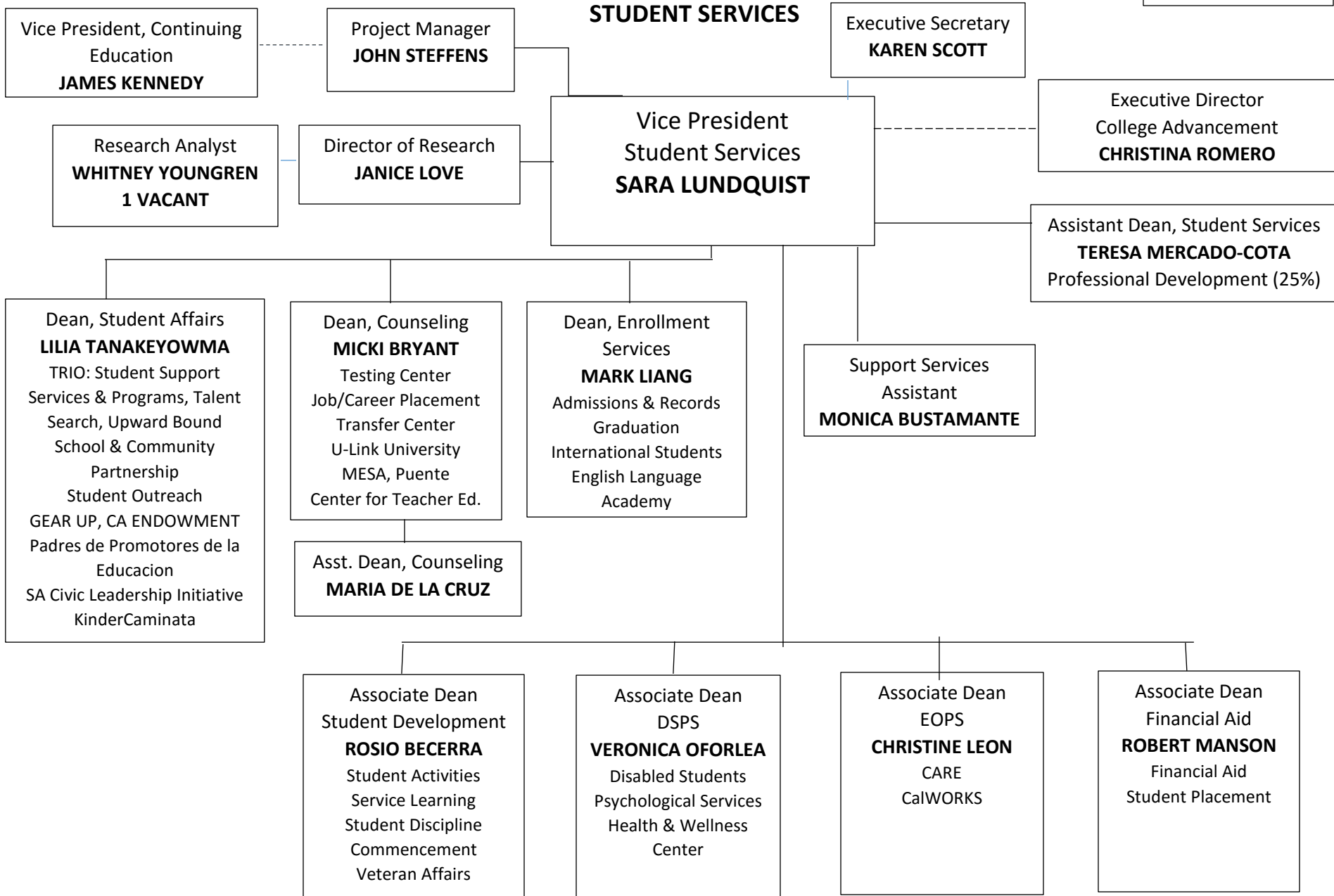


Rancho Santiago Community College District

SANTA ANA COLLEGE

STUDENT SERVICES

Current

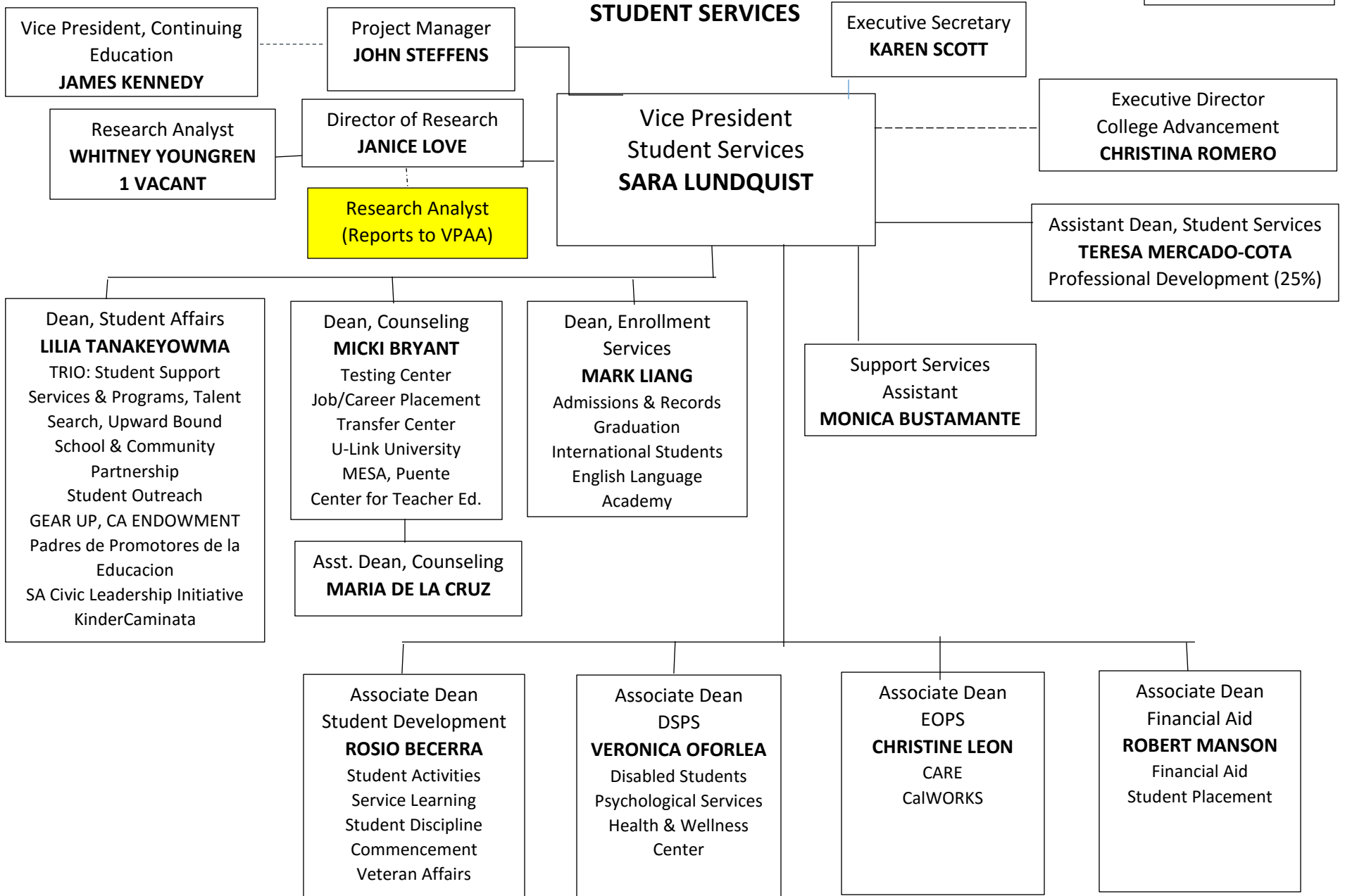


Rancho Santiago Community College District

SANTA ANA COLLEGE

STUDENT SERVICES

Proposed



**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: SAC/Admission&Records/Student Services

Manager/Supervisor: Mark C. Liang

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
PT A&R Specialist I (Christie Steward, 20hrs.+Benefits)	2 A&R Specialist I (19hrs./wk.)

Current annual salary/benefits cost \$48,184 Proposed annual salary/benefits cost \$ 36,184

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): 11-0000-620000-19205-2310 50% and 11-2410-620000-19205-2310 50%
(Attach necessary budget change forms)

Reason for reorganization:

In an effort to meet the demands of the campus in terms of its most fundamental functions, such as processing applications and enrolling students, SAC Admissions Office must be allowed to fill some existing vacancies. Throughout the academic year, the Admissions Office provides support for ALL programs both on campus and at the Academies, Fire and CJ. With such programs as CNOA, Fire, CJ, Early Decision, and "VIP" (Counseling), the Admissions office does not currently have the capacity to process an increasing number of applications generated by our students and their registration. SAC must build its capacity to enroll student and report attendance on an increasingly tight timeline. These 2 A&R (19hrs/wk) positions will help, but will not alleviate the full pressure during peak registration periods, but the positions will be instrumental in maintaining SAC's capacity to process and reporting documentation as required by state and federal regulations.

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*): Mark C. Liang Date: 9/28/2016

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 19 HOURS OR LESS and SHORT TERM

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

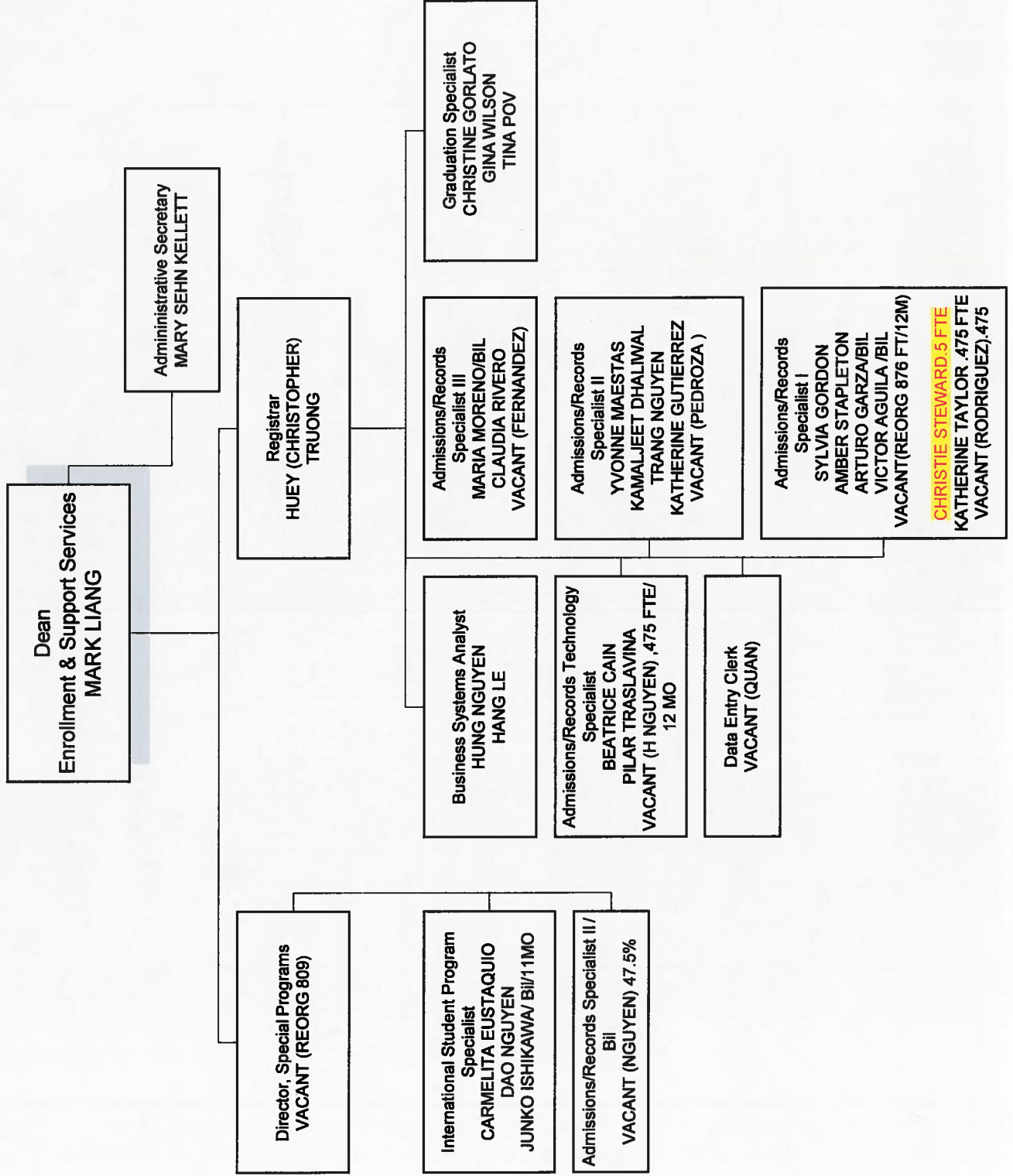
SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PARS or PERS (see below)	1.300%	221.77	
MEDICARE	1.450%	247.35	
UNEMPLOYMENT	0.050%	8.53	
WORKERS COMP	2.250%	383.83	
ACTIVE RET. INS. COST	1.000%	170.59	
TOTAL TAX & BENEFIT COST	6.050%	\$ 1,032.07	\$ 1,032.07
TOTAL SALARY & BENEFIT COST			\$ 18,091.03
TOTAL COST OF POSITION			\$ 18,091.03

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

PERS	13.888%	2,369.15
Soc. Sec.	6.200%	1,057.66

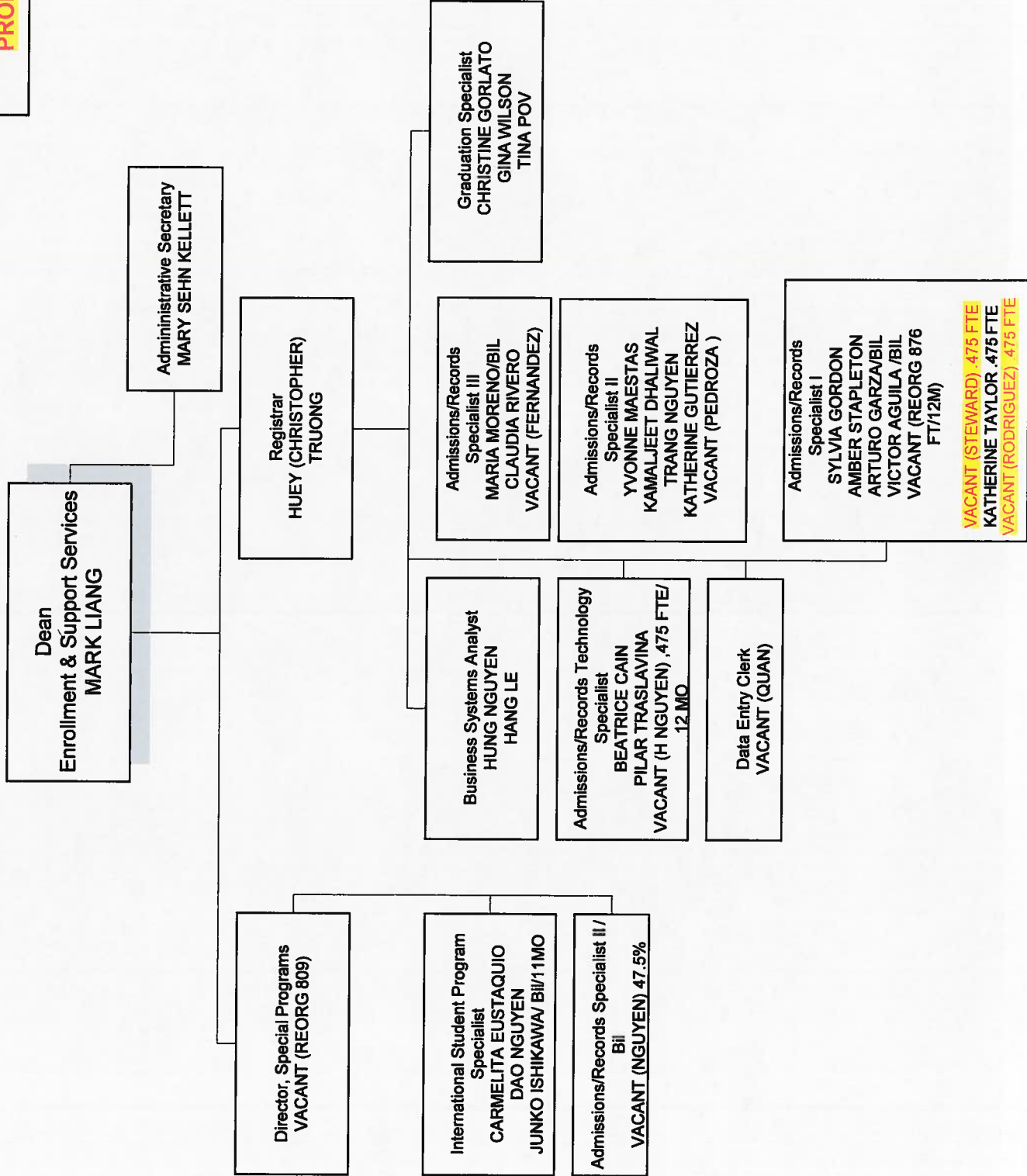
Some part-time classified are members of PERS and would then have PERS of 13.888% and Soc. Sec. of 6.2% instead of PARS of 1.3 %

**Rancho Santiago Community College District
SANTA ANA COLLEGE
STUDENT SERVICES
ENROLLMENT & SUPPORT SERVICES**



**Rancho Santiago Community College District
SANTA ANA COLLEGE
STUDENT SERVICES
ENROLLMENT & SUPPORT SERVICES**

PROPOSED



**VACANT (STEWART) .475 FTE
KATHERINE TAYLOR .475 FTE
VACANT (RODRIGUEZ) .475 FTE**

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

RESTRICTED FUNDS GENERAL 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 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.

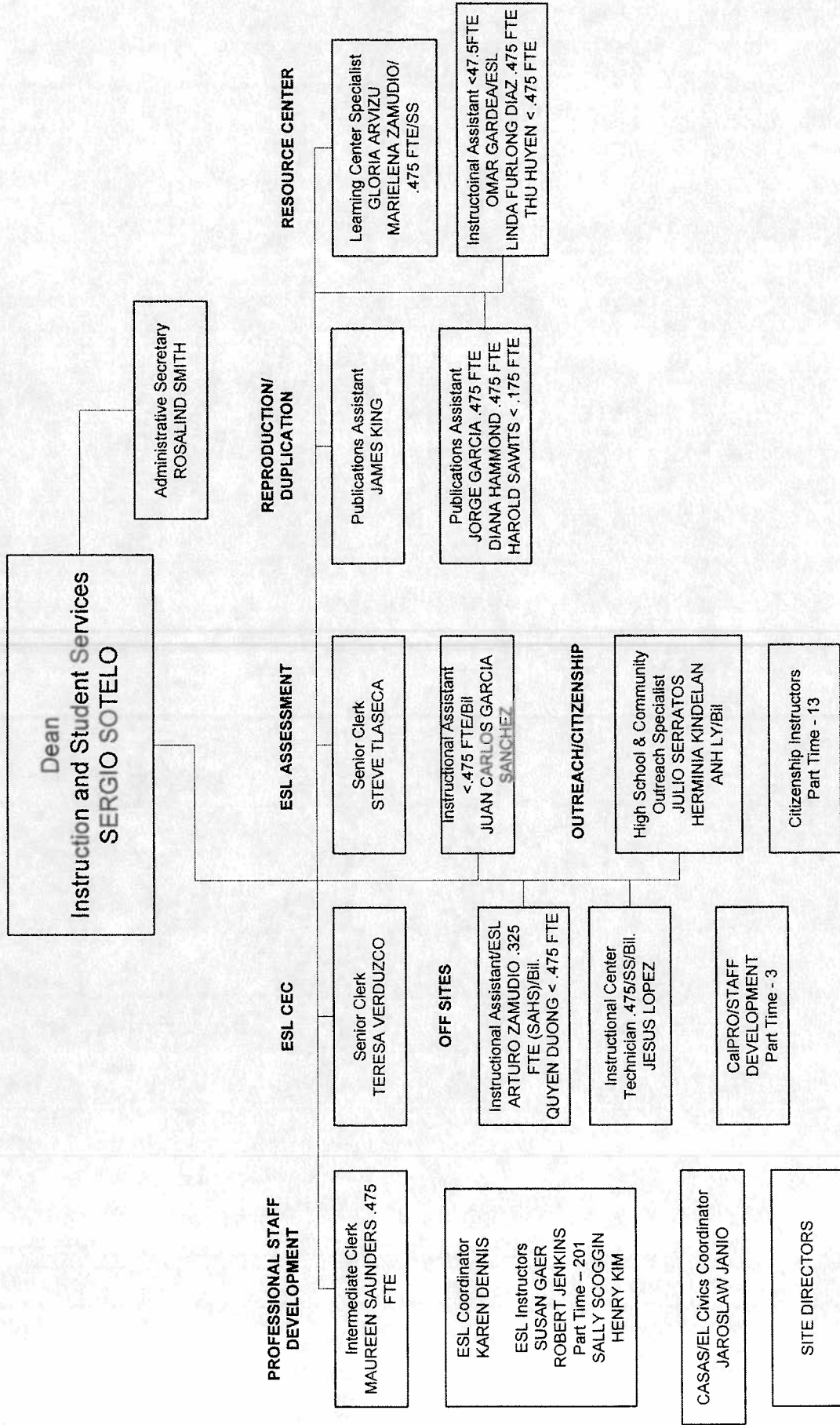
Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (*District Cabinet Member*): Jim Kennedy Date: 10/10/16

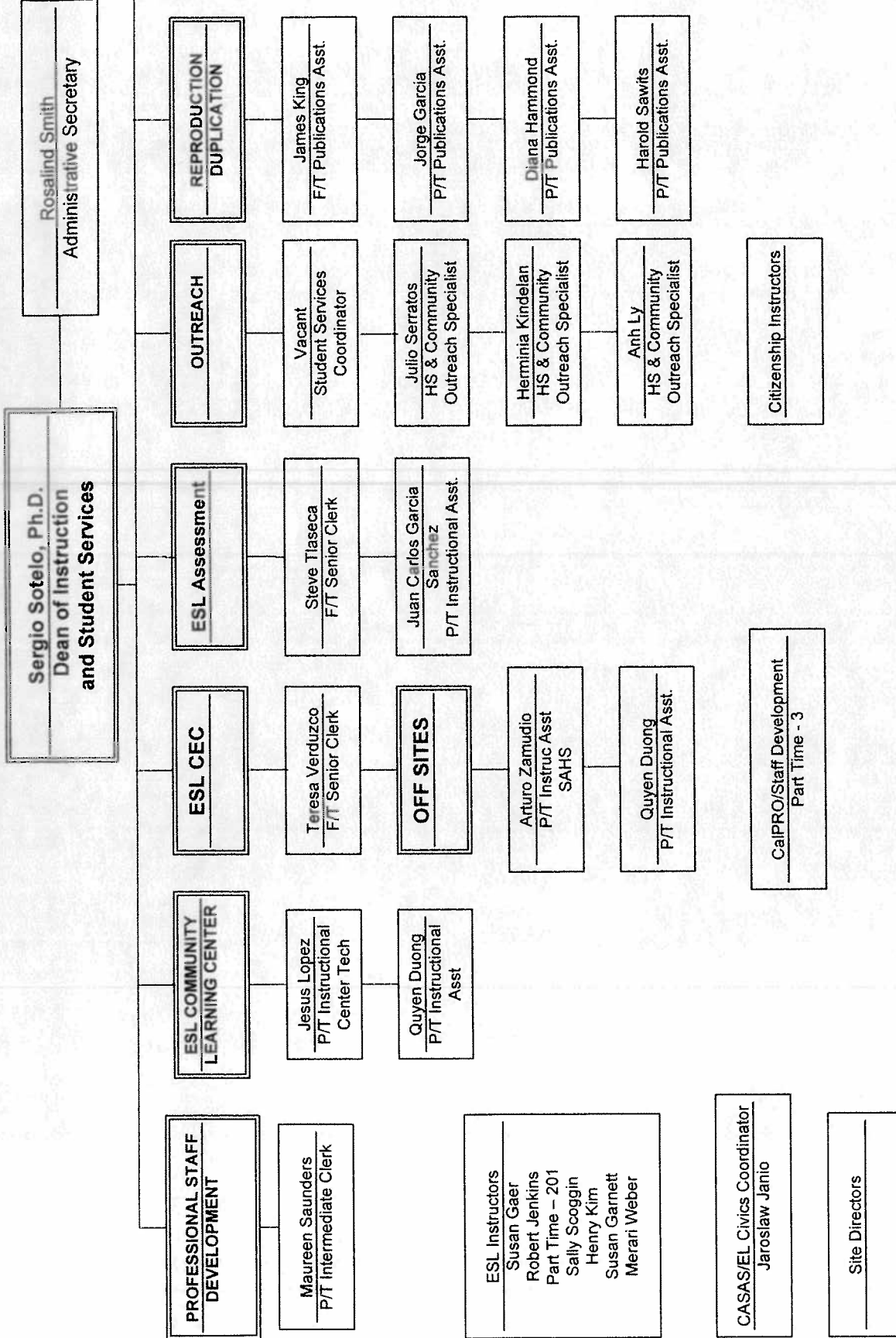
SIGNATURES AND/OR REVIEW DATES

Human Resources (<i>Signature/Date</i>):	Business Operations & Fiscal Services (<i>Signature/Date</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 Cabinet Approval (<i>Signature/Date</i>):
CSEA (<i>Signature/Date</i>):	CSEA (<i>Signature/Date</i>):

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



Santa Ana College / School of Continuing Education



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	\$ -		\$ 60,120.57

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	13.888%	8,349.54	
SOCIAL SECURITY	6.200%	3,727.48	
MEDICARE	1.450%	871.75	
UNEMPLOYMENT	0.050%	30.06	
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	
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)	\$ 60,120.57	137.07	
MEDICAL INSURANCE (see below)		26,155.58	
TOTAL INSURANCE COST		26,292.65	\$ 26,292.65

TOTAL COST OF POSITION	\$ 103,010.22
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BENEFITS =	\$ 42,889.65
BENEFIT COST AS A PERCENT OF CONTRACT =	71.34%

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

Funding Breakdown with benefits:

General Funds 50%	\$	51,505.11
WIOA 1101 25%	\$	25,752.56
WIOA 1102 25%	\$	25,752.56

**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: 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

Proposed annual salary/benefits cost \$ 124,135

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): _____

(Attach necessary budget change forms)

Reason for reorganization:

There is currently a short-term employee in the M&O office to assist with the distribution of keys and reservation of student transportation, completion of work orders, provide assistance for paperwork related to purchase orders, invoices, and served as a back-up for time-keeping duties. It has been determined to move the PT-Ongoing 19 hr Administrative Clerk position that is currently vacant in the budget office (A.Diaz) to the M&O department on a permanent-part time basis. The Central Plant position will allow the department to manage the new Central Plant effectively to ensure the maximum recognized benefit of the new facility.

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.

The PT-Ongoing position will report directly to the facilities manager instead of the campus budget manager

Does this change affect more than one department/division?

No Yes If yes, please explain below.

The M&O department and the Budget office department within the Administrative Services Division

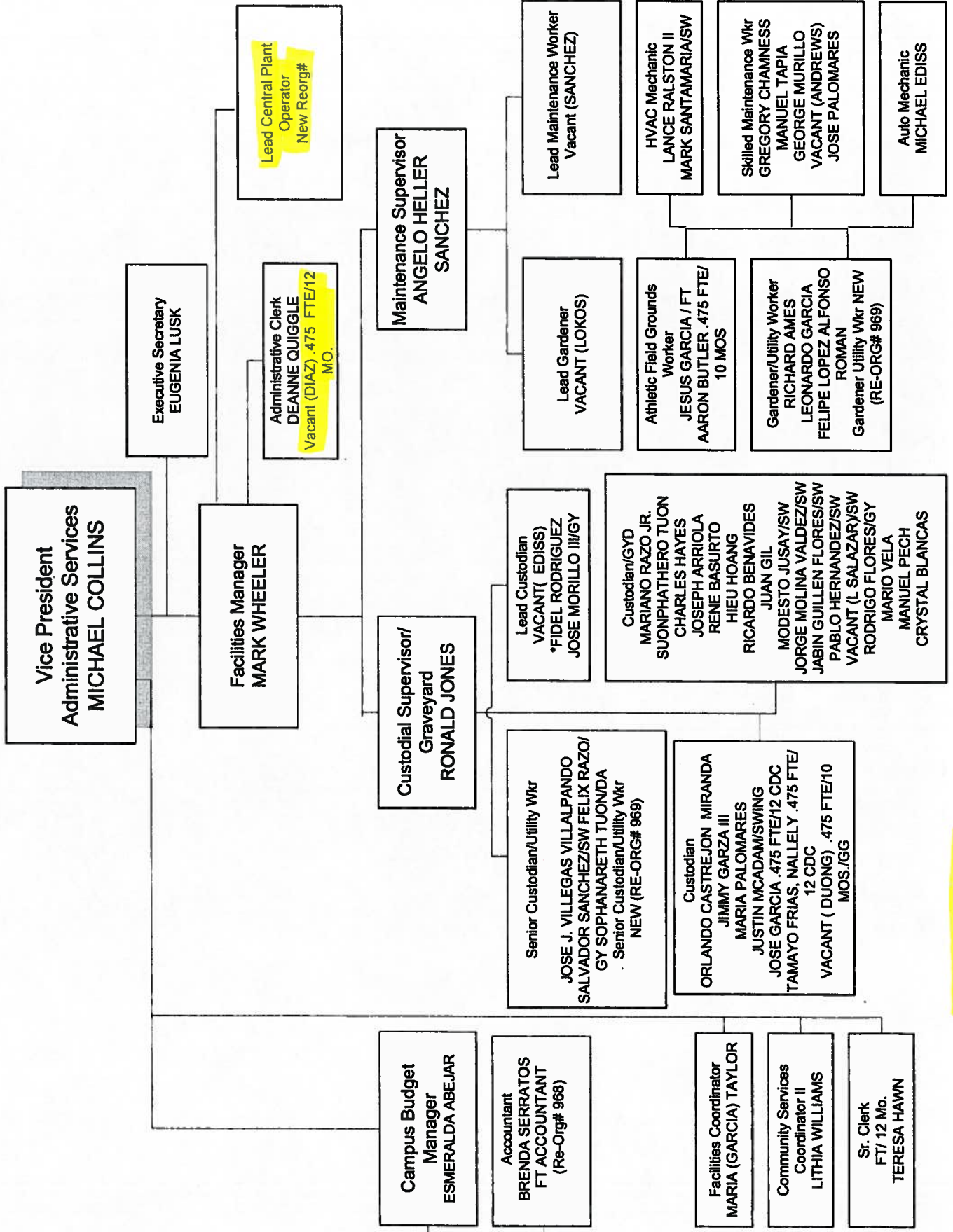
Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (*District Cabinet Member*): _____

Date: _____

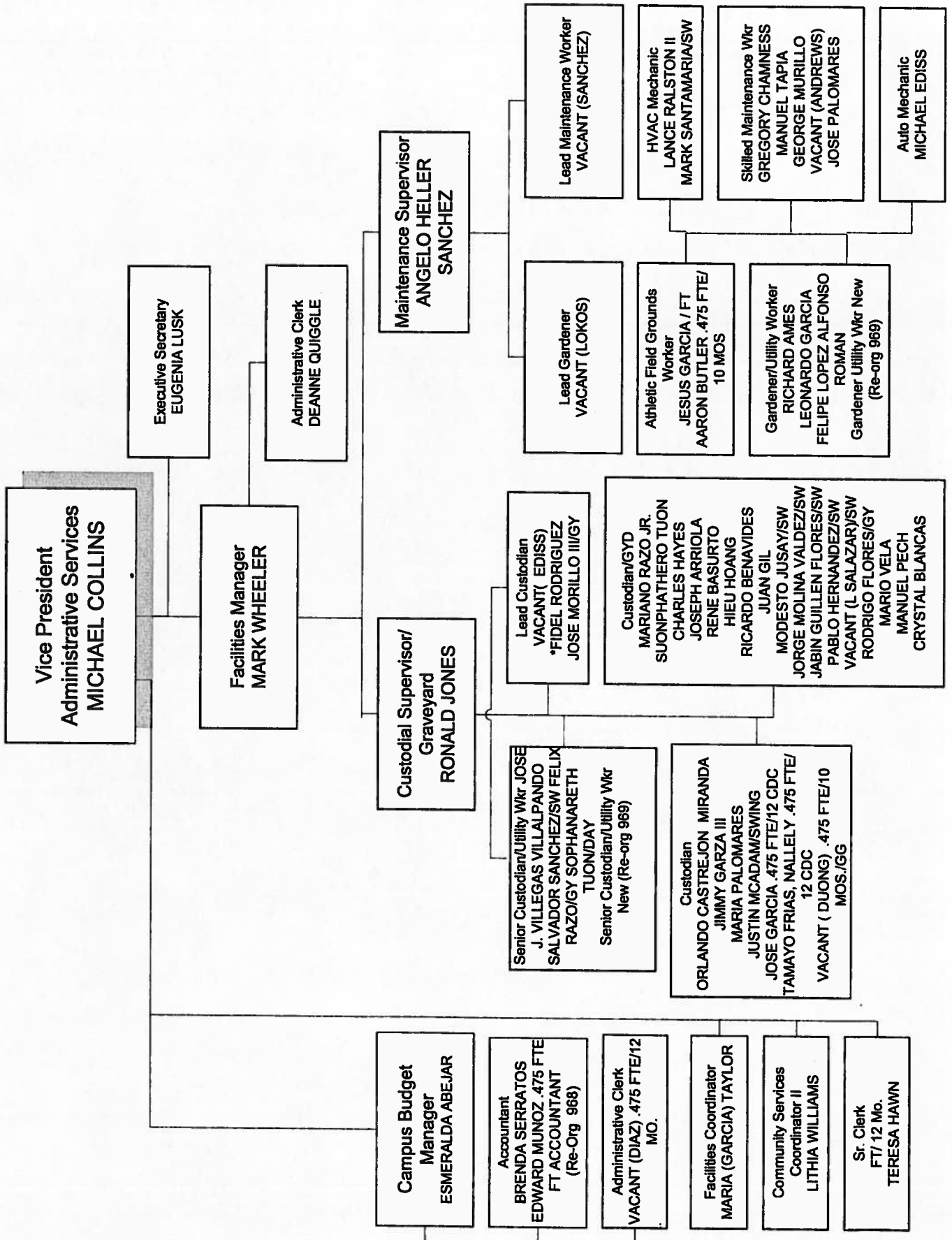
SIGNATURES AND/OR REVIEW DATES	
Human Resources (<i>Signature/Date</i>):	Business Operations & Fiscal Services (<i>Signature/Date</i>):
	Resource Development (<i>Signature/Date – Only for Restricted Funds</i>):
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Chancellor's Cabinet Approval (<i>Signature/Date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

**Rancho Santiago Community College District
SANTA ANA COLLEGE
ADMINISTRATIVE SERVICES**



**Rancho Santiago Community College District
SANTA ANA COLLEGE
ADMINISTRATIVE SERVICES**

• Red Circle Grade 8



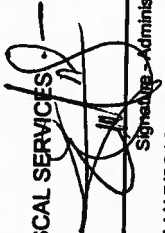
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET CHANGE FORM

FISCAL YEAR: 2016/17

FUND TRANSFER NUMBER: _____

TO: FISCAL SERVICES

PROCESS DATE: _____

FROM:  / _____
 Signed: Administrator

SAC- Budget Office
 College - Department Name

ENTERED BY: _____

DATE: 11/15/2016

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

CREDIT (From)				DEBIT (To)					
Fund .XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Fund .XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Office Use Amount
11	0000	683000	17100	11	0000	651000	17400	2310	20,113
11	0000	683000	17100	11	0000	651000	17400	3215	2,793
11	0000	683000	17100	11	0000	651000	17400	3315	1,247
11	0000	683000	17100	11	0000	651000	17400	3325	292
11	0000	683000	17100	11	0000	651000	17400	3435	201
11	0000	683000	17100	11	0000	651000	17400	3515	10
11	0000	683000	17100	11	0000	651000	17400	3615	453
								TOTAL	25,109
								TOTAL	25,109

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.

Approval Signatures:

Resource Development  Projects only)

President or Vice President

Contact Person: Esmeralda Abejar Name

46598 Phone No.

Date 11/17/16

Date

Fiscal Administrator

**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: SAC/Budget Office/Administrative Services

Manager/Supervisor: Michael Collins/Esmeralda Abejar

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Full-Time Accountant

Current annual salary/benefits cost \$ _____ Proposed annual salary/benefits cost \$ 95,346

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): 11-0000-679000-17100-2130 73.78% 11-0000-709000-11300-2130 26.22 % (Foundation funded)
(Attach necessary budget change forms)

Reason for reorganization:

The SAC Foundation assets have increased from \$3.7m from FY 11/12 to \$9.9m in FY 15/16. A full-time accountant is needed to monitor grants expenses, book gains and losses of portfolio investment, cut checks for events and scholarships disbursements, and record donor contributions, prepare journal entries and bank reconciliations.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No Yes If yes, please explain below.

Does this change affect more than one department/division? No Yes If yes, please explain below.

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

Submitted by (*District Cabinet Member*): _____ Date: _____

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

RSCCD

COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE	Accountant			
	GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
GRADE 13 & STEP 3		\$ 53,992.58	1	\$ 53,992.58

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	13.888%	7,498.49	
SOCIAL SECURITY	6.200%	3,347.54	
MEDICARE	1.450%	782.89	
UNEMPLOYMENT	0.050%	27.00	
WORKERS COMP	2.250%	1,214.83	
ACTIVE RET. INS. COST	1.000%	539.93	
TOTAL TAX & BENEFIT COST	24.838%	\$ 13,410.68	\$ 13,410.68
TOTAL SALARY & BENEFIT COST			\$ 67,403.26

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	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)	\$ 53,992.58	123.10	
MEDICAL INSURANCE (see below)		26,155.58	
TOTAL INSURANCE COST		26,278.68	\$ 26,278.68

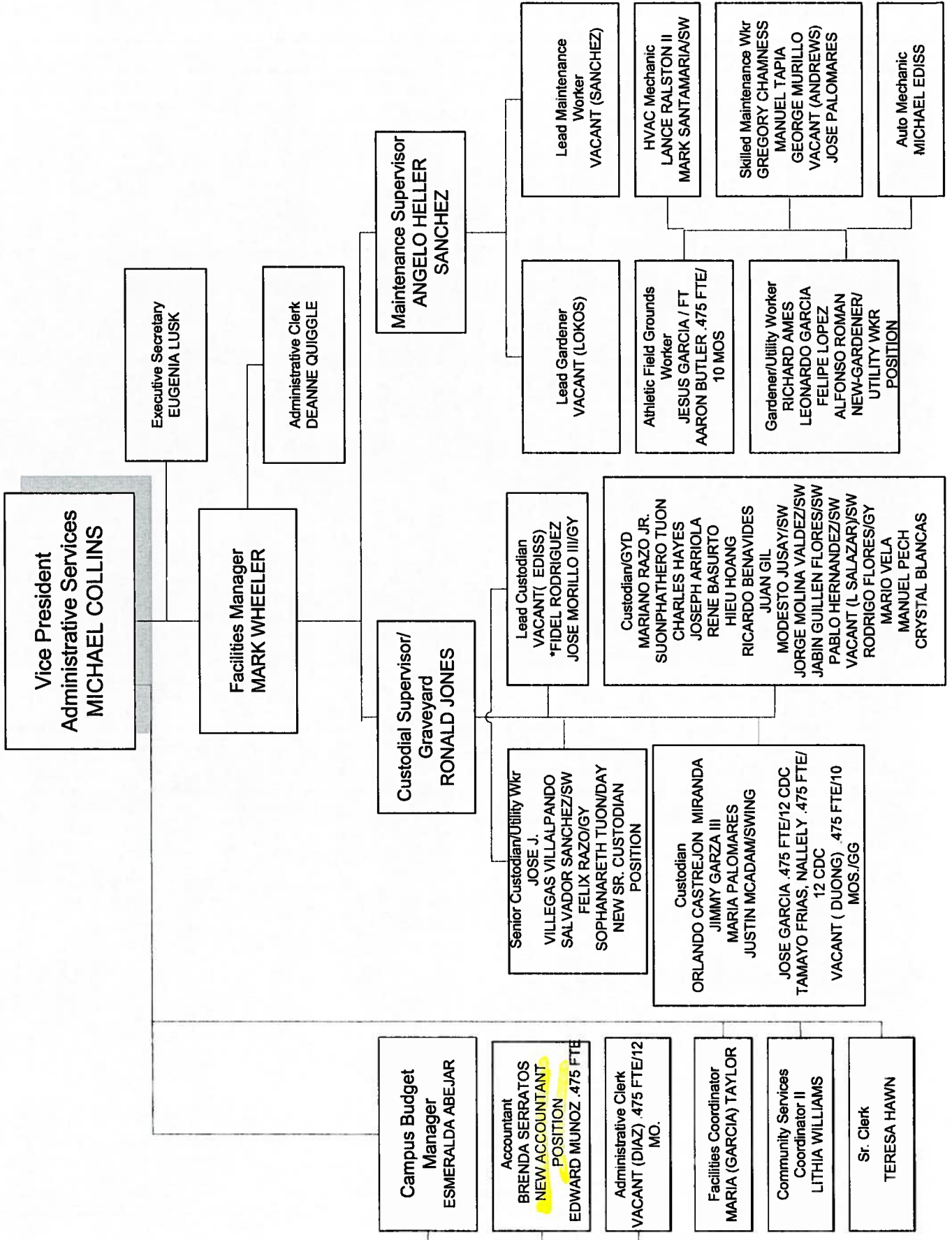
TOTAL COST OF POSITION	\$ 95,346.19
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BENEFITS =	\$ 41,353.61
BENEFIT COST AS A PERCENT OF CONTRACT =	76.59%

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

**Rancho Santiago Community College District
SANTA ANA COLLEGE
ADMINISTRATIVE SERVICES**

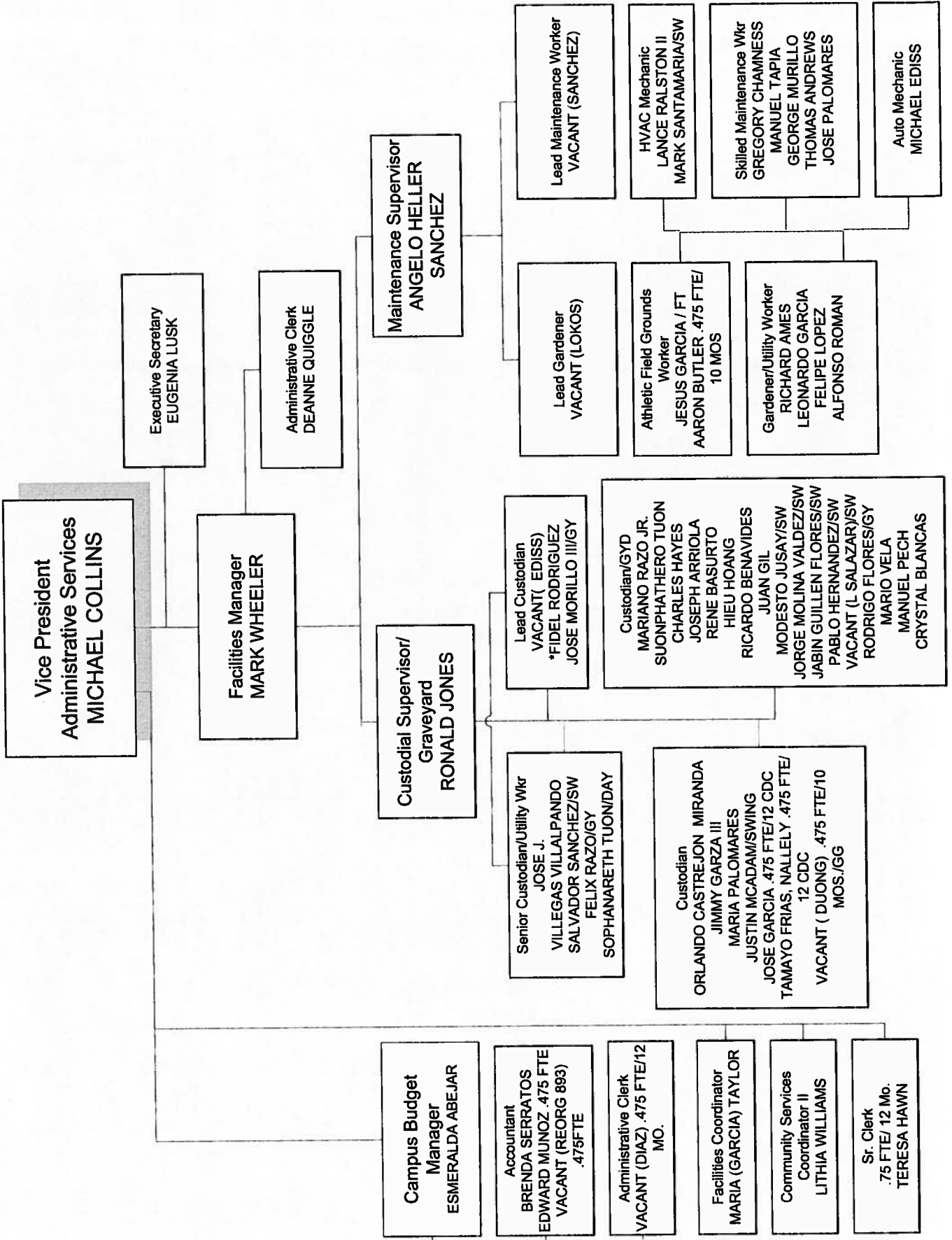
* Red Circle Grade 8



**Rancho Santiago Community College District
SANTA ANA COLLEGE
ADMINISTRATIVE SERVICES**

* Red Circle Grade 8

CURRENT



**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: SAC/Facilities/Administrative Services

Manager/Supervisor: Michael Collins/Mark Wheeler

Position(s) affected:

CURRENT POSITION	PROPOSED 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:

GENERAL FUNDS RESTRICTED FUNDS

Source of funding (account numbers): 11-0000-655000-17300-2130-100%11-0000-653000-17200-2130100%
(Attach necessary budget change forms)

Reason for reorganization: The College needs to increase the number of Custodians based on level III cleaning standards set by the APPA (Association of Physical Plan Administrator). The square footage for grounds keeping has increased due to recent landscaping improvements.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No Yes If yes, please explain below.

Does this change affect more than one department/division? No Yes If yes, please explain below.

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

Submitted by (*District Cabinet Member*): _____ Date: _____

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

RSCCD

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	1	\$ 42,870.46

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	13.888%	5,953.85	
SOCIAL SECURITY	6.200%	2,657.97	
MEDICARE	1.450%	621.62	
UNEMPLOYMENT	0.050%	21.44	
WORKERS COMP	2.250%	964.59	
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 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	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
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BENEFITS =	\$ 38,582.00
BENEFIT COST AS A PERCENT OF CONTRACT =	90.00%

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

RSCCD

COST OF NEW POSITION - CLASSIFIED CONTRACT

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

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	13.888%	5,722.07	
SOCIAL SECURITY	6.200%	2,554.49	
MEDICARE	1.450%	597.42	
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 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	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

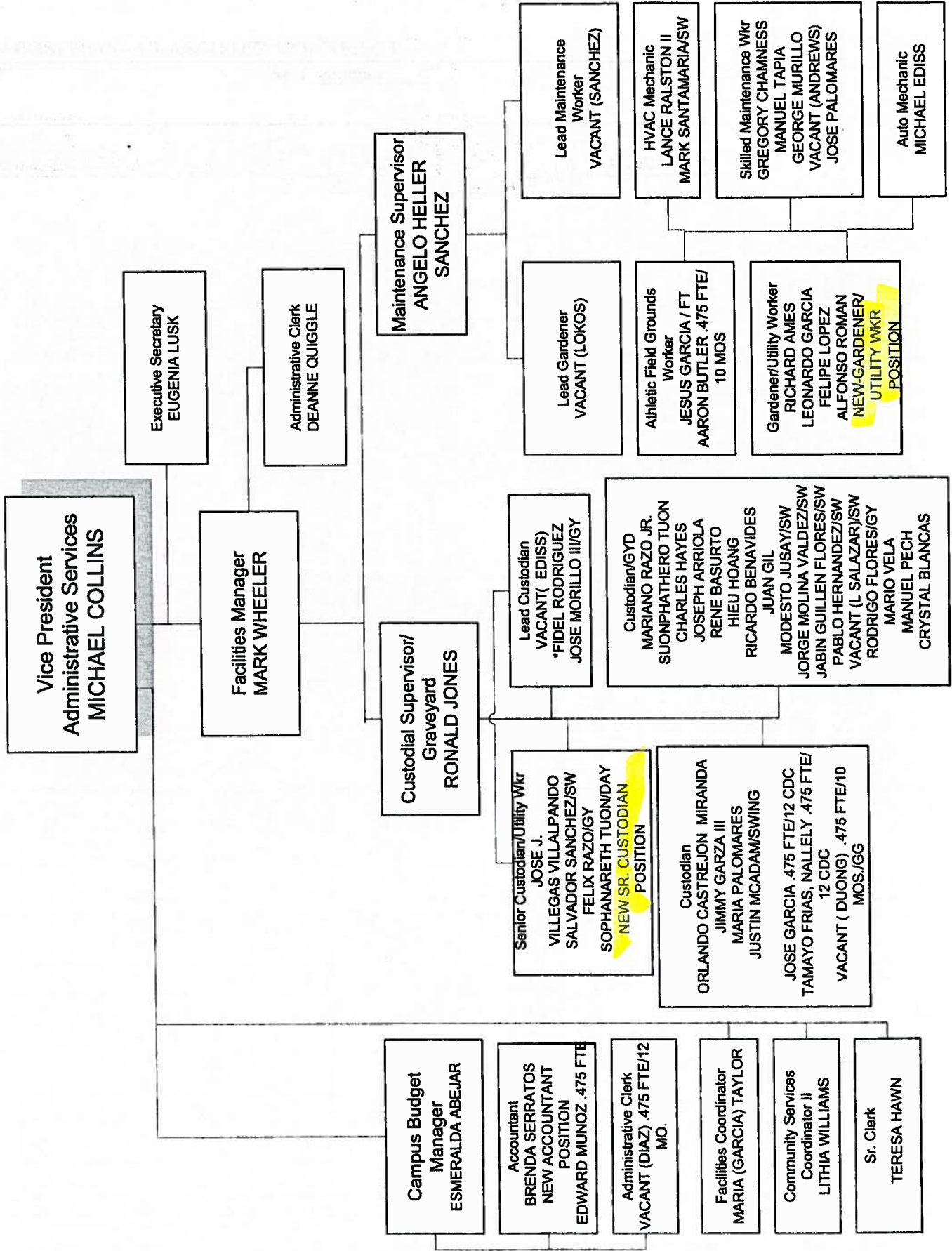
TOTAL COST OF POSITION	\$ 79,368.98
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BENEFITS =	\$ 38,167.46
BENEFIT COST AS A PERCENT OF CONTRACT =	92.64%

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

**Rancho Santiago Community College District
SANTA ANA COLLEGE
ADMINISTRATIVE SERVICES**

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SANTA ANA COLLEGE
ADMINISTRATIVE SERVICES**

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