

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 additional documentation is necessary, please attach additional pages.**

Site/Department/Division: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_

**Position(s) affected**

CURRENT POSITION	PROPOSED POSITION

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): \_\_\_\_\_  
*(Attach necessary budget change forms)*

**Reason for reorganization**

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.

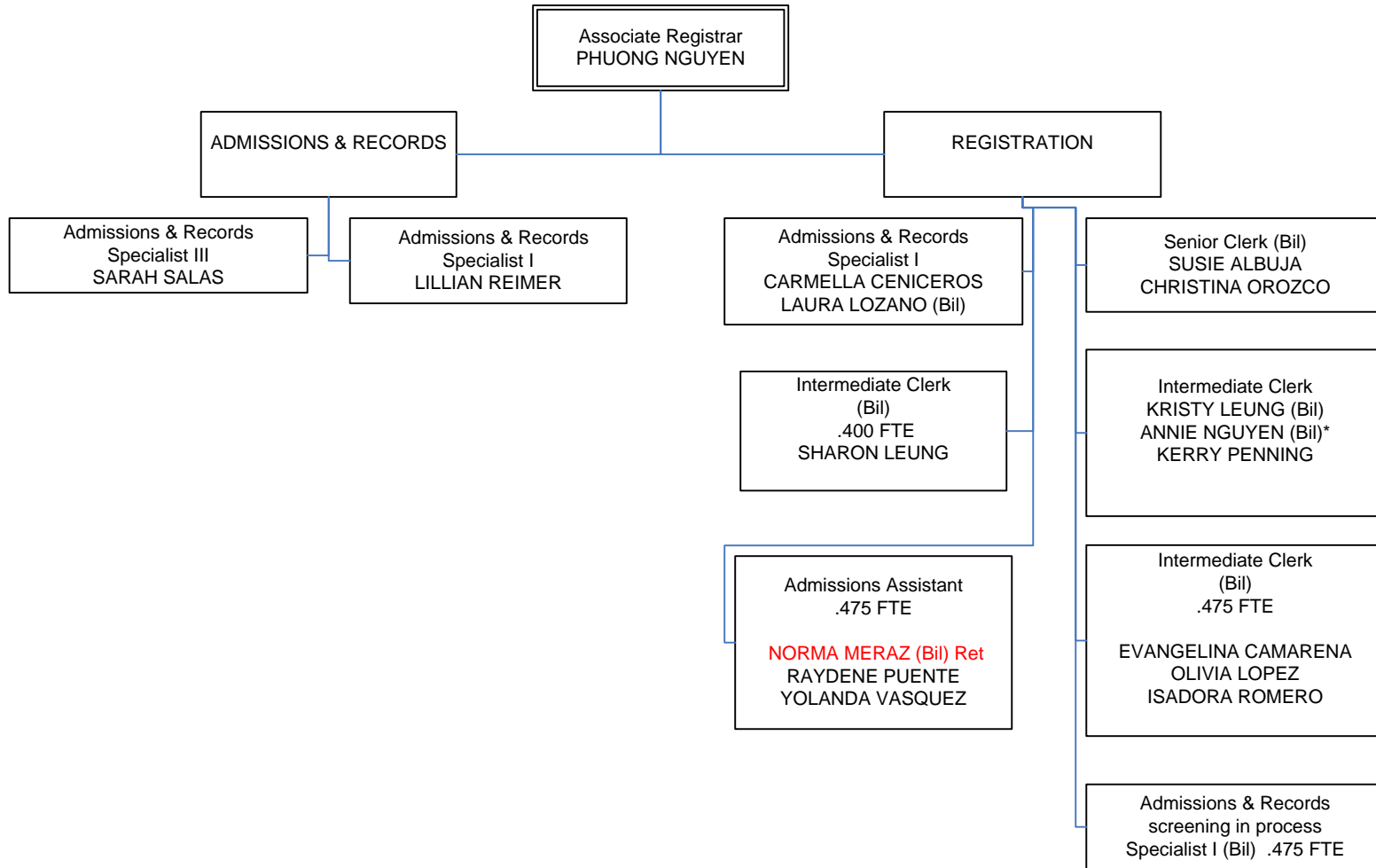
**Please note:** You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

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> ):
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> ):

Santa Ana College  
Continuing Education - Registration, Admissions & Records  
CURRENT ORG CHART



**Santa Ana College**  
 Continuing Education - Registration, Admissions & Records  
**PROPOSED ORG CHART**

