

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
REORGANIZATION REQUEST FORM

Number # 1489

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 / Human Resources

Manager/Supervisor: Kristin Olson

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Director, Workplace Safety & Risk Management (Grade F) (D Maus)	Defund Position
Principal HR Analyst (x3) (Grade I) (J Hunt/B Thrift/M Gunther)	HR Manager Operations (x3) (Grade G) (reclassification)
Principal Investigator (Grade I) (J Medina)	Supervisory Investigator (Grade H) (reclassification)
	Principal HR Analyst (Grade I) (New position)

Current annual salary/benefits cost \$ 1,280,031

Proposed annual salary/benefits cost \$ 1,261,742

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_673000_53110_2110 / 62-0000-677000-53120-2110

(Attach necessary budget change forms)

Reason for reorganization:

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): [Signature]

Date: 9/17/2026

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> 9/17/26	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u> 9/17/2026
	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> 9/21/2026
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

Reorganization of Workplace Safety and Risk Management Functions

The District is proposing an organizational restructuring within Human Resources that will eliminate the existing Director, Workplace Safety and Risk Management position and reclassify and realign three Principal HR Analysts, along with the Principal District Investigator position. As part of the reorganization, the Workplace Safety and Risk Management responsibilities will be incorporated into the HR Manager, Operations position, and redistributed among three Human Resources management positions, in conjunction with the realignment of the Principal District Investigator position.

The proposed reorganization is intended to create a more effective and sustainable organizational structure by aligning responsibilities with the appropriate level of management, improving supervisory oversight, increasing operational efficiencies, and establishing greater specialization within key Human Resources functions.

The District's review of the current organizational structure has identified an opportunity to more effectively distribute these responsibilities rather than continuing to consolidate a broad and diverse range of functions within a single management position.

The proposed structure will distribute the responsibilities, resulting in more focused supervision, greater functional specialization, clearer accountability, improved coordination, and increased operational efficiency. Incorporating appropriate Workplace Safety and Risk Management responsibilities into HR Operations will also strengthen the alignment between these functions and related Human Resources operational activities.

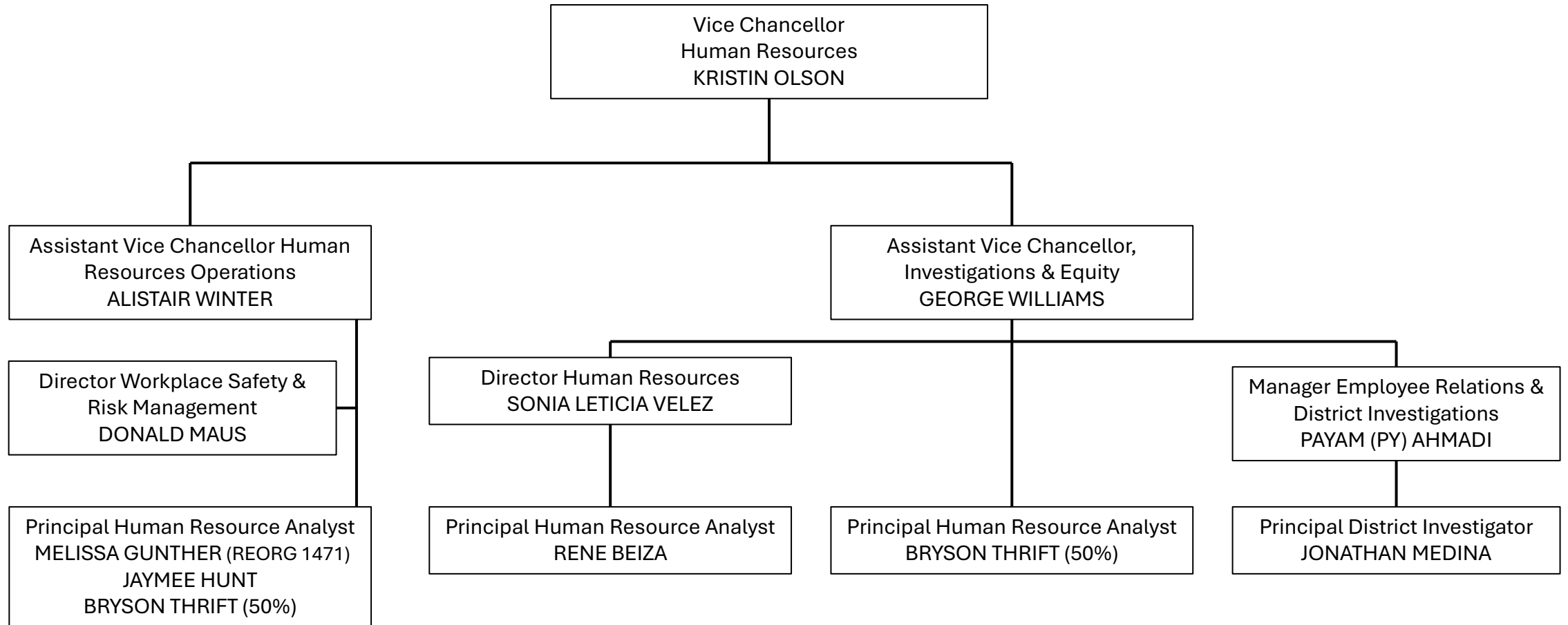
The reorganization will provide a more sustainable organizational model while maintaining appropriate oversight of responsibilities. The proposed structure is intended to enhance the District's ability to effectively administer these functions, respond to operational needs, and provide consistent and efficient service to employees, managers, and departments.

Funding

Finally, and importantly, the reorganization is being proposed within the current funding structure, with no additional funding required. Funding for the HR Manager Operations will be split between general funds and Fund 62 (Risk Management). Respectively, each HR Manager Operations position will have 40% of their position costs from Fund 62.

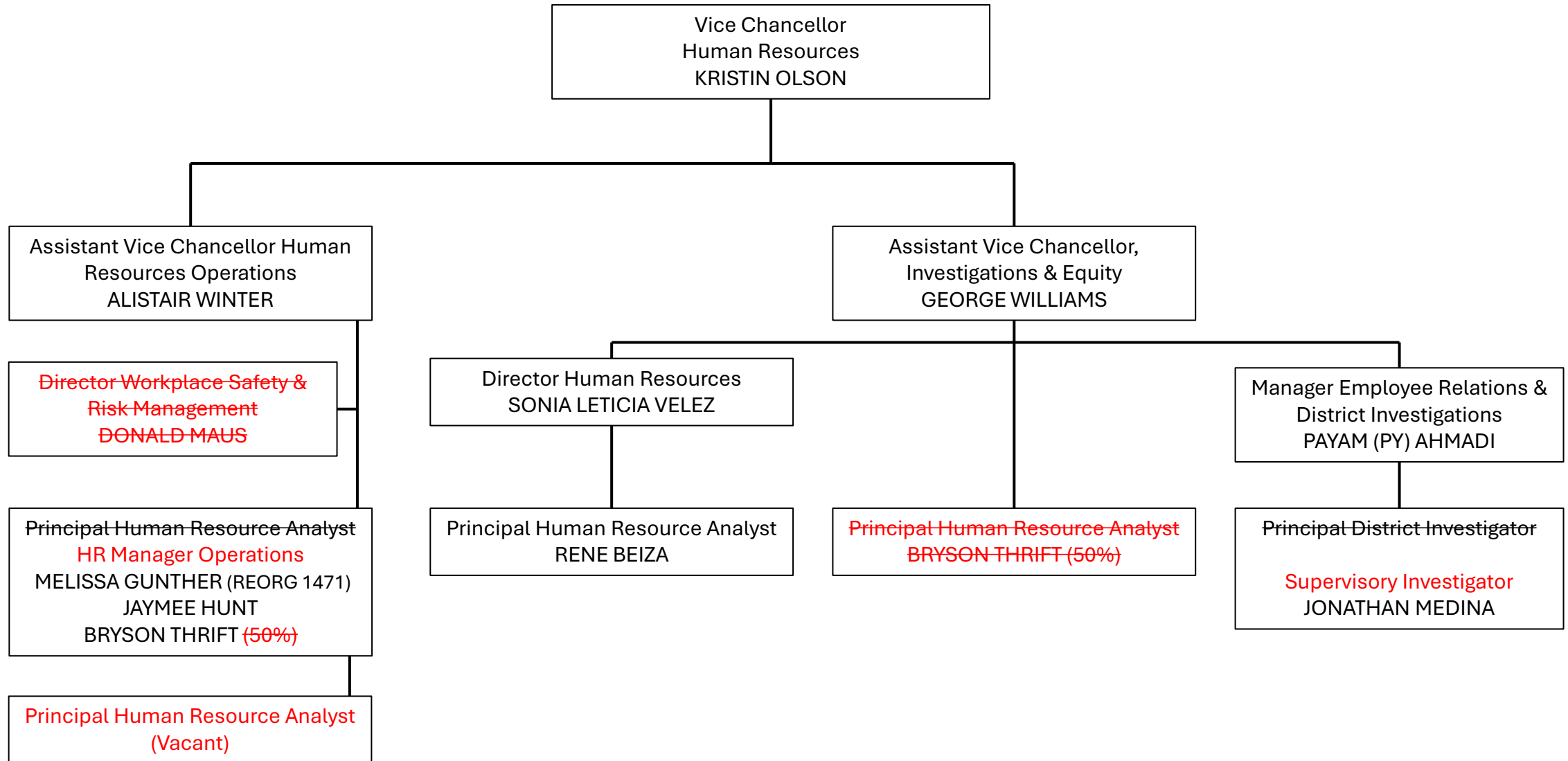


**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES MANAGEMENT DEPARTMENT**





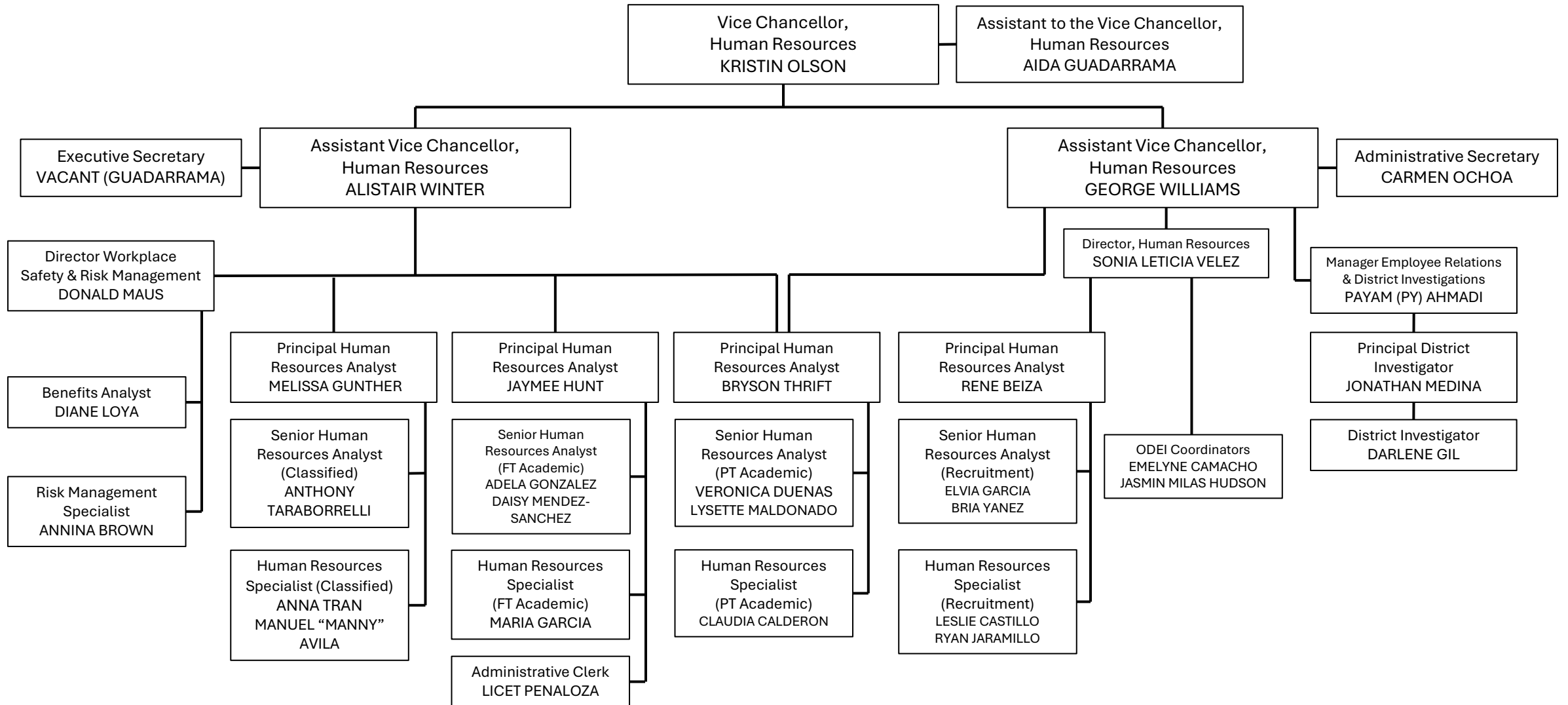
**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES MANAGEMENT DEPARTMENT**





RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT



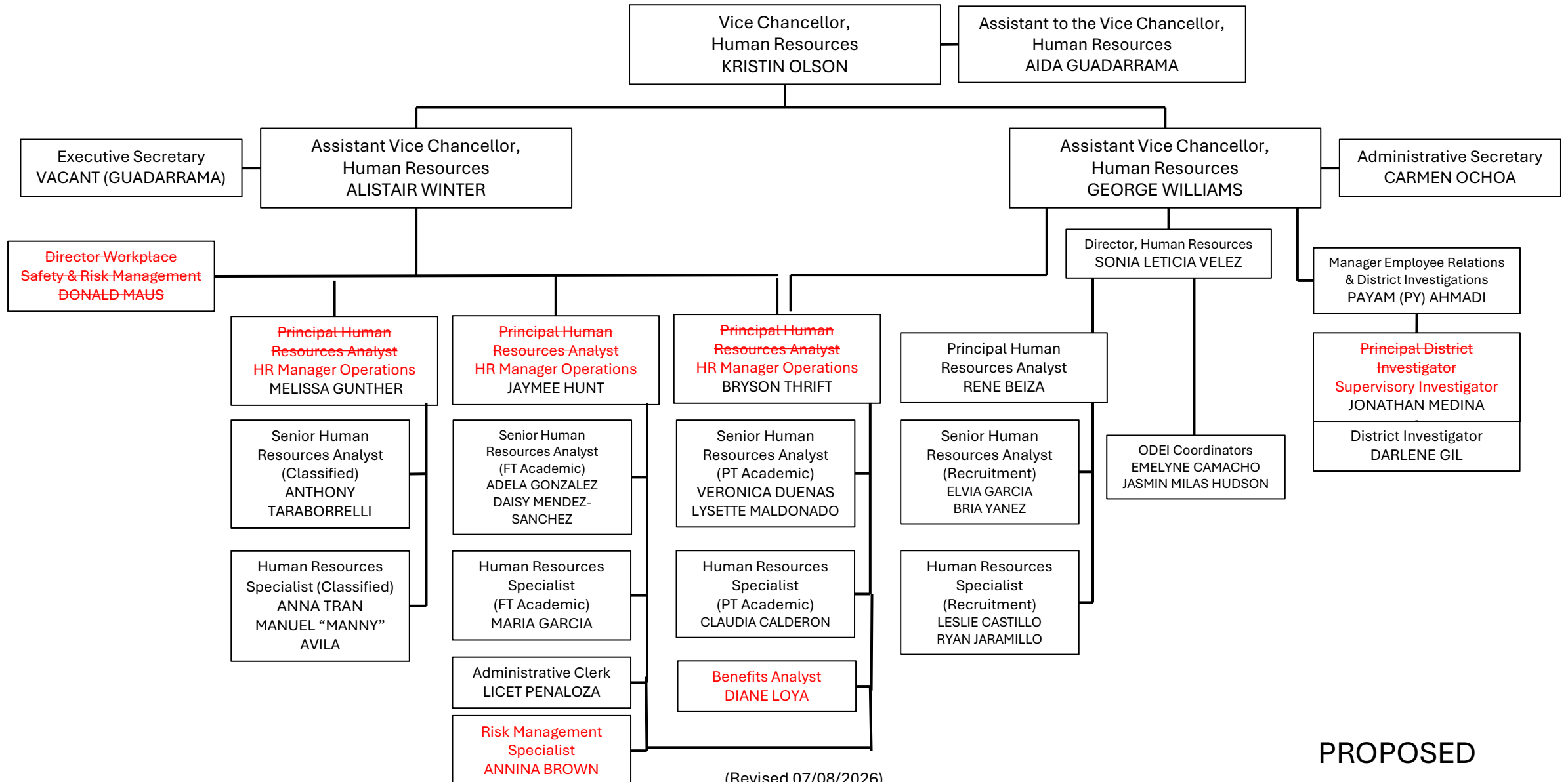
CURRENT

(Revised 07/08/2026)



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT



PROPOSED

(Revised 07/08/2026)

(18,289.00)

Source Code: AB, BC, BU

Reference: ALL

Fund: ALL

GL Posting Description Matching: 2875963

Tops: ALL

Dept: ALL

Object: ALL

Project: ALL

Date	Account	Src	Reference	Description	Debit	Credit	Net
07/02/26	11_0000_673000_53110_2110	BU	BUIMP271	BU*2875963 Thrift, Bryson*MGMT*2179	146,125.00	0.00	146,125.00
07/02/26	11_0000_673000_53110_3215	BU	BUIMP271	BU*2875963 Thrift, Bryson*MGMT*2180	38,578.00	0.00	38,578.00
07/02/26	11_0000_673000_53110_3315	BU	BUIMP271	BU*2875963 Thrift, Bryson*MGMT*2186	171.00	0.00	171.00
07/02/26	11_0000_673000_53110_3315	BU	BUIMP271	BU*2875963 Thrift, Bryson*MGMT*2181	9,060.00	0.00	9,060.00
07/02/26	11_0000_673000_53110_3325	BU	BUIMP271	BU*2875963 Thrift, Bryson*MGMT*2182	2,119.00	0.00	2,119.00
07/02/26	11_0000_673000_53110_3325	BU	BUIMP271	BU*2875963 Thrift, Bryson*MGMT*2187	40.00	0.00	40.00
07/02/26	11_0000_673000_53110_3515	BU	BUIMP271	BU*2875963 Thrift, Bryson*MGMT*2188	2.00	0.00	2.00
07/02/26	11_0000_673000_53110_3515	BU	BUIMP271	BU*2875963 Thrift, Bryson*MGMT*2183	74.00	0.00	74.00
07/02/26	11_0000_673000_53110_3615	BU	BUIMP271	BU*2875963 Thrift, Bryson*MGMT*2184	2,558.00	0.00	2,558.00
07/02/26	11_0000_673000_53110_3615	BU	BUIMP271	BU*2875963 Thrift, Bryson*MGMT*2189	49.00	0.00	49.00
07/02/26	11_0000_673000_53110_3915	BU	BUIMP271	BU*2875963 Thrift, Bryson*MGMT*2185	2,750.00	0.00	2,750.00
Total Fund 11					201,526.00	0.00	201,526.00
Total Reference BUIMP271					201,526.00	0.00	201,526.00
07/02/26	11_0000_673000_53110_3415	BU	BUIMP276	BU*2875963 Thrift, Bryson*422	132.00	0.00	132.00
07/02/26	11_0000_673000_53110_3415	BU	BUIMP276	BU*2875963 Thrift, Bryson*421	17,333.00	0.00	17,333.00
Total Fund 11					17,465.00	0.00	17,465.00
Total Reference BUIMP276					17,465.00	0.00	17,465.00
07/04/26	11_0000_673000_53110_3615	BU	GLBDGH270002	2875963,Adj.W/C fr:1.75%to2.20%	671.00	0.00	671.00
Total Fund 11					671.00	0.00	671.00
Total Reference GLBDGH270002					671.00	0.00	671.00
Grand Total					\$219,662.00	\$0.00	\$219,662.00

Source Code: AB, BC, BU

Reference: ALL

Fund: ALL

GL Posting Description Matching: 1028328

Tops: ALL

Dept: ALL

Object: ALL

Project: ALL

Date	Account	Src	Reference	Description	Debit	Credit	Net
07/02/26	62_0000_677000_53120_2110	BU	BUIMP271	BU*1028328 Maus, Donald*MGMT*1411	201,594.00	0.00	201,594.00
07/02/26	62_0000_677000_53120_3215	BU	BUIMP271	BU*1028328 Maus, Donald*MGMT*1412	53,221.00	0.00	53,221.00
07/02/26	62_0000_677000_53120_3315	BU	BUIMP271	BU*1028328 Maus, Donald*MGMT*1413	12,499.00	0.00	12,499.00
07/02/26	62_0000_677000_53120_3315	BU	BUIMP271	BU*1028328 Maus, Donald*MGMT*1418	157.00	0.00	157.00
07/02/26	62_0000_677000_53120_3325	BU	BUIMP271	BU*1028328 Maus, Donald*MGMT*1414	2,924.00	0.00	2,924.00
07/02/26	62_0000_677000_53120_3325	BU	BUIMP271	BU*1028328 Maus, Donald*MGMT*1419	37.00	0.00	37.00
07/02/26	62_0000_677000_53120_3515	BU	BUIMP271	BU*1028328 Maus, Donald*MGMT*1415	101.00	0.00	101.00
07/02/26	62_0000_677000_53120_3515	BU	BUIMP271	BU*1028328 Maus, Donald*MGMT*1420	2.00	0.00	2.00
07/02/26	62_0000_677000_53120_3615	BU	BUIMP271	BU*1028328 Maus, Donald*MGMT*1416	3,528.00	0.00	3,528.00
07/02/26	62_0000_677000_53120_3615	BU	BUIMP271	BU*1028328 Maus, Donald*MGMT*1421	45.00	0.00	45.00
07/02/26	62_0000_677000_53120_3915	BU	BUIMP271	BU*1028328 Maus, Donald*MGMT*1417	2,530.00	0.00	2,530.00
Total Fund 62					276,638.00	0.00	276,638.00
Total Reference BUIMP271					276,638.00	0.00	276,638.00
07/02/26	62_0000_677000_53120_3415	BU	BUIMP276	BU*1028328 Maus, Donald*272	182.00	0.00	182.00
07/02/26	62_0000_677000_53120_3415	BU	BUIMP276	BU*1028328 Maus, Donald*271	30,579.00	0.00	30,579.00
Total Fund 62					30,761.00	0.00	30,761.00
Total Reference BUIMP276					30,761.00	0.00	30,761.00
Grand Total					\$307,399.00	\$0.00	\$307,399.00

Source Code: AB, BC, BU

Reference: ALL

Fund: ALL

GL Posting Description Matching: 2918135

Tops: ALL

Dept: ALL

Object: ALL

Project: ALL

Date	Account	Src	Reference	Description	Debit	Credit	Net
07/02/26	11_0000_673000_53110_2110	BU	BUIMP271	BU*2918135 Hunt, Jaymee*MGMT*980	169,158.00	0.00	169,158.00
07/02/26	11_0000_673000_53110_3215	BU	BUIMP271	BU*2918135 Hunt, Jaymee*MGMT*981	44,658.00	0.00	44,658.00
07/02/26	11_0000_673000_53110_3315	BU	BUIMP271	BU*2918135 Hunt, Jaymee*MGMT*987	171.00	0.00	171.00
07/02/26	11_0000_673000_53110_3315	BU	BUIMP271	BU*2918135 Hunt, Jaymee*MGMT*982	10,488.00	0.00	10,488.00
07/02/26	11_0000_673000_53110_3325	BU	BUIMP271	BU*2918135 Hunt, Jaymee*MGMT*983	2,453.00	0.00	2,453.00
07/02/26	11_0000_673000_53110_3325	BU	BUIMP271	BU*2918135 Hunt, Jaymee*MGMT*988	40.00	0.00	40.00
07/02/26	11_0000_673000_53110_3515	BU	BUIMP271	BU*2918135 Hunt, Jaymee*MGMT*989	2.00	0.00	2.00
07/02/26	11_0000_673000_53110_3515	BU	BUIMP271	BU*2918135 Hunt, Jaymee*MGMT*984	85.00	0.00	85.00
07/02/26	11_0000_673000_53110_3615	BU	BUIMP271	BU*2918135 Hunt, Jaymee*MGMT*985	2,961.00	0.00	2,961.00
07/02/26	11_0000_673000_53110_3615	BU	BUIMP271	BU*2918135 Hunt, Jaymee*MGMT*990	49.00	0.00	49.00
07/02/26	11_0000_673000_53110_3915	BU	BUIMP271	BU*2918135 Hunt, Jaymee*MGMT*986	2,750.00	0.00	2,750.00
Total Fund 11					232,815.00	0.00	232,815.00
Total Reference BUIMP271					232,815.00	0.00	232,815.00
07/02/26	11_0000_673000_53110_3415	BU	BUIMP276	BU*2918135 Hunt, Jaymee*192	153.00	0.00	153.00
07/02/26	11_0000_673000_53110_3415	BU	BUIMP276	BU*2918135 Hunt, Jaymee*191	17,333.00	0.00	17,333.00
Total Fund 11					17,486.00	0.00	17,486.00
Total Reference BUIMP276					17,486.00	0.00	17,486.00
07/04/26	11_0000_673000_53110_3615	BU	GLBDGH270002	2918135,Adj.W/C fr:1.75%to2.20%	774.00	0.00	774.00
Total Fund 11					774.00	0.00	774.00
Total Reference GLBDGH270002					774.00	0.00	774.00
Grand Total					\$251,075.00	\$0.00	\$251,075.00

Source Code: AB, BC, BU

Reference: ALL

Fund: ALL

GL Posting Description Matching: 1872757

Tops: ALL

Dept: ALL

Object: ALL

Project: ALL

Date	Account	Src	Reference	Description	Debit	Credit	Net
07/02/26	11_0000_673000_53110_2110	BU	BUIMP271	BU*1872757 Medina, Jonathan*MGMT*1422	146,125.00	0.00	146,125.00
07/02/26	11_0000_673000_53110_3215	BU	BUIMP271	BU*1872757 Medina, Jonathan*MGMT*1423	38,578.00	0.00	38,578.00
07/02/26	11_0000_673000_53110_3315	BU	BUIMP271	BU*1872757 Medina, Jonathan*MGMT*1424	9,060.00	0.00	9,060.00
07/02/26	11_0000_673000_53110_3315	BU	BUIMP271	BU*1872757 Medina, Jonathan*MGMT*1429	141.00	0.00	141.00
07/02/26	11_0000_673000_53110_3325	BU	BUIMP271	BU*1872757 Medina, Jonathan*MGMT*1430	33.00	0.00	33.00
07/02/26	11_0000_673000_53110_3325	BU	BUIMP271	BU*1872757 Medina, Jonathan*MGMT*1425	2,119.00	0.00	2,119.00
07/02/26	11_0000_673000_53110_3515	BU	BUIMP271	BU*1872757 Medina, Jonathan*MGMT*1426	74.00	0.00	74.00
07/02/26	11_0000_673000_53110_3515	BU	BUIMP271	BU*1872757 Medina, Jonathan*MGMT*1431	2.00	0.00	2.00
07/02/26	11_0000_673000_53110_3615	BU	BUIMP271	BU*1872757 Medina, Jonathan*MGMT*1432	40.00	0.00	40.00
07/02/26	11_0000_673000_53110_3615	BU	BUIMP271	BU*1872757 Medina, Jonathan*MGMT*1427	2,558.00	0.00	2,558.00
07/02/26	11_0000_673000_53110_3915	BU	BUIMP271	BU*1872757 Medina, Jonathan*MGMT*1428	2,261.00	0.00	2,261.00
Total Fund 11					200,991.00	0.00	200,991.00
Total Reference BUIMP271					200,991.00	0.00	200,991.00
07/02/26	11_0000_673000_53110_3415	BU	BUIMP276	BU*1872757 Medina, Jonathan*273	52,002.00	0.00	52,002.00
07/02/26	11_0000_673000_53110_3415	BU	BUIMP276	BU*1872757 Medina, Jonathan*274	132.00	0.00	132.00
Total Fund 11					52,134.00	0.00	52,134.00
Total Reference BUIMP276					52,134.00	0.00	52,134.00
07/04/26	11_0000_673000_53110_3615	BU	GLBDGH270002	1872757,Adj.W/C fr:1.75%to2.20%	668.00	0.00	668.00
Total Fund 11					668.00	0.00	668.00
Total Reference GLBDGH270002					668.00	0.00	668.00
Grand Total					\$253,793.00	\$0.00	\$253,793.00

Source Code: AB, BC, BU

Reference: ALL

Fund: ALL

GL Posting Description Matching: 2812896

Tops: ALL

Dept: ALL

Object: ALL

Project: ALL

Date	Account	Src	Reference	Description	Debit	Credit	Net
07/02/26	11_0000_673000_53110_2110	BU	BUIMP271	BU*2812896 Gunther, Melissa*MGMT*895	161,103.00	0.00	161,103.00
07/02/26	11_0000_673000_53110_3215	BU	BUIMP271	BU*2812896 Gunther, Melissa*MGMT*896	42,532.00	0.00	42,532.00
07/02/26	11_0000_673000_53110_3315	BU	BUIMP271	BU*2812896 Gunther, Melissa*MGMT*902	191.00	0.00	191.00
07/02/26	11_0000_673000_53110_3315	BU	BUIMP271	BU*2812896 Gunther, Melissa*MGMT*897	9,989.00	0.00	9,989.00
07/02/26	11_0000_673000_53110_3325	BU	BUIMP271	BU*2812896 Gunther, Melissa*MGMT*898	2,337.00	0.00	2,337.00
07/02/26	11_0000_673000_53110_3325	BU	BUIMP271	BU*2812896 Gunther, Melissa*MGMT*903	45.00	0.00	45.00
07/02/26	11_0000_673000_53110_3515	BU	BUIMP271	BU*2812896 Gunther, Melissa*MGMT*904	2.00	0.00	2.00
07/02/26	11_0000_673000_53110_3515	BU	BUIMP271	BU*2812896 Gunther, Melissa*MGMT*899	81.00	0.00	81.00
07/02/26	11_0000_673000_53110_3615	BU	BUIMP271	BU*2812896 Gunther, Melissa*MGMT*900	2,820.00	0.00	2,820.00
07/02/26	11_0000_673000_53110_3615	BU	BUIMP271	BU*2812896 Gunther, Melissa*MGMT*905	54.00	0.00	54.00
07/02/26	11_0000_673000_53110_3915	BU	BUIMP271	BU*2812896 Gunther, Melissa*MGMT*901	3,070.00	0.00	3,070.00
Total Fund 11					222,224.00	0.00	222,224.00
Total Reference BUIMP271					222,224.00	0.00	222,224.00
07/02/26	11_0000_673000_53110_3415	BU	BUIMP276	BU*2812896 Gunther, Melissa*174	145.00	0.00	145.00
07/02/26	11_0000_673000_53110_3415	BU	BUIMP276	BU*2812896 Gunther, Melissa*173	24,994.00	0.00	24,994.00
Total Fund 11					25,139.00	0.00	25,139.00
Total Reference BUIMP276					25,139.00	0.00	25,139.00
07/04/26	11_0000_673000_53110_3615	BU	GLBDGH270002	2812896,Adj.W/C fr:1.75%to2.20%	739.00	0.00	739.00
Total Fund 11					739.00	0.00	739.00
Total Reference GLBDGH270002					739.00	0.00	739.00
Grand Total					\$248,102.00	\$0.00	\$248,102.00

RSCCD

2026-2027 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	HR Manager Operations		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade G/Step 3	\$ 13,012.999	12	\$ 156,155.99

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.400%	41,225.18	
SOCIAL SECURITY	6.200%	9,681.67	
MEDICARE	1.450%	2,264.26	
UNEMPLOYMENT	0.050%	78.08	
WORKERS COMP	2.200%	3,435.43	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.300%	\$ 56,684.62	\$ 56,684.62
TOTAL SALARY & BENEFIT COST			\$ 212,840.61

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		2,750.00	
SOCIAL SECURITY	6.200%	170.50	
MEDICARE	1.450%	39.88	
UNEMPLOYMENT	0.050%	1.38	
WORKERS COMP	2.200%	60.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.900%	\$ 3,022.26	\$ 3,022.26

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 156,155.99	140.54	
MEDICAL INSURANCE (see below)		17,333.00	
TOTAL INSURANCE COST		17,473.54	\$ 17,473.54

TOTAL COST OF POSITION	\$ 233,336.41
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BENEFITS =	\$ 77,180.42
BENEFIT COST AS A PERCENT OF CONTRACT =	49.43%

Admn., Superv/Mang. & Conf.	Max	45,220.68	25,296.98	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2026-2027 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	HR Manager Operations		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade G/Step 6	\$ 15,064.173	12	\$ 180,770.07

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.400%	47,723.30	
SOCIAL SECURITY	6.200%	11,207.74	
MEDICARE	1.450%	2,621.17	
UNEMPLOYMENT	0.050%	90.39	
WORKERS COMP	2.200%	3,976.94	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.300%	\$ 65,619.54	\$ 65,619.54
TOTAL SALARY & BENEFIT COST			\$ 246,389.61

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		2,750.00	
SOCIAL SECURITY	6.200%	170.50	
MEDICARE	1.450%	39.88	
UNEMPLOYMENT	0.050%	1.38	
WORKERS COMP	2.200%	60.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.900%	\$ 3,022.26	\$ 3,022.26

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 180,770.07	162.69	
MEDICAL INSURANCE (see below)		17,333.00	
TOTAL INSURANCE COST		17,495.69	\$ 17,495.69

TOTAL COST OF POSITION	\$ 266,907.56
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BENEFITS =	\$ 86,137.49
BENEFIT COST AS A PERCENT OF CONTRACT =	47.65%

Admn., Superv/Mang. & Conf.	Max	45,220.68	25,296.98	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2026-2027 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	HR Manager Operations		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade G/Step 5	\$ 14,346.832	12	\$ 172,161.98

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.400%	45,450.76	
SOCIAL SECURITY	6.200%	10,674.04	
MEDICARE	1.450%	2,496.35	
UNEMPLOYMENT	0.050%	86.08	
WORKERS COMP	2.200%	3,787.56	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.300%	\$ 62,494.79	\$ 62,494.79
TOTAL SALARY & BENEFIT COST			\$ 234,656.77

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,070.00	
SOCIAL SECURITY	6.200%	190.34	
MEDICARE	1.450%	44.52	
UNEMPLOYMENT	0.050%	1.54	
WORKERS COMP	2.200%	67.54	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.900%	\$ 3,373.94	\$ 3,373.94

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 172,161.98	154.95	
MEDICAL INSURANCE (see below)		24,994.00	
TOTAL INSURANCE COST		25,148.95	\$ 25,148.95

TOTAL COST OF POSITION	\$ 263,179.66
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BENEFITS =	\$ 91,017.68
BENEFIT COST AS A PERCENT OF CONTRACT =	52.87%

Admn., Superv/Mang. & Conf.	Max	45,220.68	25,296.98	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD

2026-2027 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Principal HR Analyst		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade I/Step 4	\$ 12,177.112	12	\$ 146,125.34

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.400%	38,577.09	
SOCIAL SECURITY	6.200%	9,059.77	
MEDICARE	1.450%	2,118.82	
UNEMPLOYMENT	0.050%	73.06	
WORKERS COMP	2.200%	3,214.76	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.300%	\$ 53,043.50	\$ 53,043.50
TOTAL SALARY & BENEFIT COST			\$ 199,168.84

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	2.200%	73.04	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.900%	\$ 3,648.68	\$ 3,648.68

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 146,125.34	131.51	
MEDICAL INSURANCE (see below)		29,963.41	
TOTAL INSURANCE COST		30,094.92	\$ 30,094.92

TOTAL COST OF POSITION	\$ 232,912.44
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BENEFITS =	\$ 86,787.10
BENEFIT COST AS A PERCENT OF CONTRACT =	59.39%

Admn., Superv/Mang. & Conf.	Max	45,220.68	25,296.98	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

RSCCD 2026-2027 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Supervisory Investigator		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade H/Step 4	\$ 12,886.873	12	\$ 154,642.48

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.400%	40,825.61	
SOCIAL SECURITY	6.200%	9,587.83	
MEDICARE	1.450%	2,242.32	
UNEMPLOYMENT	0.050%	77.32	
WORKERS COMP	2.200%	3,402.13	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	36.300%	\$ 56,135.21	\$ 56,135.21
TOTAL SALARY & BENEFIT COST			\$ 210,777.69

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		2,261.00	
SOCIAL SECURITY	6.200%	140.18	
MEDICARE	1.450%	32.78	
UNEMPLOYMENT	0.050%	1.13	
WORKERS COMP	2.200%	49.74	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.900%	\$ 2,484.83	\$ 2,484.83

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.075/1000 X 12 Months)	\$ 154,642.48	139.18	
MEDICAL INSURANCE (see below)		52,002.00	
TOTAL INSURANCE COST		52,141.18	\$ 52,141.18

TOTAL COST OF POSITION	\$ 265,403.70
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BENEFITS =	\$ 110,761.22
BENEFIT COST AS A PERCENT OF CONTRACT =	71.62%

Admn., Superv/Mang. & Conf.	Max	45,220.68	25,296.98	AVERAGE
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NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W

PRINCIPAL HUMAN RESOURCES ANALYST/MANAGER, OPERATIONS
JOB DESCRIPTION

POSITION OVERVIEW

The Human Resources Manager, Operations is responsible for coordinating and implementing human resources activities, policies, and programs that support the District's mission, vision, and values. The Principal Human Resource Analyst is distinguished from other journey-level positions by the nature, responsibility, analysis, complexity, and technicality of the work and by internal and external stakeholder interactions and serves as a leader in making independent analysis, for the solution of people and culture related issues. The Principal Human Resource Analyst- Manager, Operations reports and performs their duties under the general supervision of the designated supervisor and. An incumbent may will supervise a team in overseeing and participate in a variety of professional-level human resource management functions depending on department needs, such as but not limited to: recruitment, classification and compensation, compliance, performance, discipline, and professional development programs, workplace safety and risk management functions, health and wellness benefits programs. This position is distinguished from Human Resources Analyst in that an incumbent in the later class performs a variety of professional, technical, and analytical assignments related to human resource administration. Principal Human Resources Analyst may provide lead work direction and training to assigned staff as needed.

REPRESENTATIVE DUTIES

1. Leads-Manages high-level human resources projects including but not limited to data analytics, classification/compensation studies, total rewards, improvement audits, human resources information systems and employee records.
2. Assists-Leads in the development and implementation of policies, practices, programs, and procedures for human resources.
3. Interprets and applies policies, procedures, regulations, memorandum of understandings, and collective bargaining agreements.
4. Prepares, maintains and analyzes confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.
5. Innovates as a system administrator for modern technology utilizing analysis, enhancement, creation, revision, and maintenance of features, reports, communication and documentation
6. Interprets, guides and assures compliance with county, state and federal regulations and guidelines concerning employment and human resource administration.
7. Establishes and implements multi-stakeholder onboarding programs and employee lifecycle programs.
8. Collaborates in collective bargaining agreements and labor management meetings as needed.
9. Researches and prepares highly complex statistical and narrative reports on a variety of data.
10. Prepares employee, collective bargaining, confidential and other employee files, surveys, marketing trends, salary and classification comparative data, and other related information.
11. Develops and implements highly complex new and comprehensive department operating procedures methods and systems for procedural/process improvement and in accordance with legal and contract changes.
12. May plan, design, develop, deliver, and evaluate various professional development and training programs to address institutional, departmental, and individual training needs for faculty, management, staff, and student employees.
13. Advises on budget and technology to ensure strategic alignment with districtwide resources and resources.
14. Examines and proposes improved process designs to define the future of how our organization can uplift its workforce across all divisions and roles.
15. LeadsManages, assesses, and mentors team members to ensure daily operations and inspire creativity.
16. Brings to life new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
17. Partners closely with peers and stakeholders across the District to assess existing human resource programs,

PRINCIPAL HUMAN RESOURCES ANALYST/MANAGER, OPERATIONS
JOB DESCRIPTION

- processes, and practices and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
18. Monitors and informs on legislative changes relevant to ~~people and culture~~ Human Resources.
 19. Creates and maintains an active record-keeping system that records, monitors, and keeps current all relevant documents.
 20. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations.
 21. Supervises and evaluates assigned staff; establishes performance requirements and professional development targets for assigned staff; regularly monitors performance and provides coaching and development.
 22. Administration of employee leaves of absence programs including the reasonable accommodation process; ensure compliance with all federal, state, and local laws and regulations as well as District Board policies and Administrative Regulations.
 23. Plans, organizes and directs the District's property and liability, workers' compensation and other insurance programs including but not limited to employee health and wellness, student accident insurance, Fine Arts insurance; receives and processes liability claims in accordance with applicable Government Code provisions;
 24. Directs the worker's compensation program; participates in the investigation and response to workers' compensation claims filed against the District;
 25. Administers the employee medical, dental, vision and life insurance programs, flexible spending programs, and ensures compliance with established laws; coordinates the District's Joint Benefits Committee;
 26. Develops, implements, and maintains programs to ensure compliance with CAL/OSHA and other local, state, federal safety regulations; serves as liaison to CAL/OSHA and other regulatory agencies in the matters of employee workplace safety; maintains the Employee Injury and Illness Prevention Program.
 - 21-27. Coordinates and conducts training sessions and in-services for staff concerning workplace safety and risk management programs, issues, and related policies and procedures
 - 22-28. Administers the District's Chemical Hygiene Plan and acts as a resource for the District's Chemical Hygiene Officers; Administers the District's hazardous materials program including waste minimization procedures; reviews chemicals used by the District and maintains the on-line chemical inventory and Safety Data Sheet program;
 - 23-29. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing human resource support in a multi-stakeholder organization across multiple locations.
2. Proven ability to define, influence, refine and implement processes, procedures, and policies.
3. Applicable sections of California Education Code, Title 5, The Educational Employment Relations Act (EERA) of 1976, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.

PRINCIPAL HUMAN RESOURCES ANALYST/MANAGER, OPERATIONS
JOB DESCRIPTION

4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs and its integration with a full-scale comprehensive people and culture programs.
 5. Project management, the ability to track and manage complex processes.
 6. High level of stakeholder service-centricity and organizational empathy.
 7. Principles and practices of effective management and supervision.
 8. Proven practices and strategies for major functional areas to enhance the efficiency and quality of our recruitment and retention tools and processes.
 9. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
 10. Software, including case management software, such as, Advocate/Maxient, and Human Resources management software, such as, Ellucian Banner/Colleague, Workday, and other related project management software, case management, and related HRIS/Human Resource software.
 11. High degree of business insight; results-oriented with an ability to work independently.
 12. Strategies identifying and building cross-functional partnerships to understand challenges.
 13. Principles and practices of business/ public administration, insurance and workers compensation.
 14. Local, state and federal safety, environmental and hazardous waste codes and regulations.
 15. Biological and chemical safety standards and practices, laboratory safety procedures, physical hazard and safety engineering.
- 12.

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Analyze and strategize with metrics to guide strategy.
3. Exhibit strong analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
4. Respond to change with strategy and innovation.
5. Display strong analytical capabilities and a process improvement mentality.
6. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
7. Collaborate and influence strategically in both small teams and large, cross-functional environments.
8. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.
9. Exhibit strong business and financial acumen with the ability to understand shareholder value and relevant business models, and how to translate these into human resource initiatives.
10. Show success utilizing employee attraction, engagement, and retention strategies.
11. Gather and analyze data, reason logically and draw valid conclusions.
12. Analyze situations and make appropriate decisions and/or recommendations.
13. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
14. Clearly communicate ideas and recommendations.
15. Write clear, comprehensive and concise reports.
16. Work with and provide direction to other employees in the completion of the day-to-day work.
17. Excel in an ever-changing environment using an ambitious mindset.
- 17-18. Understand, interpret and apply laws, rules, regulations, and policies pertaining to insurance and worker's compensation

MINIMUM QUALIFICATIONS

Education and Experience:

~~PRINCIPAL~~ HUMAN RESOURCES ~~ANALYST~~ MANAGER, OPERATIONS
JOB DESCRIPTION

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR
Masters/Doctorate Degree from an accredited college or university and one (1) year of related work experience OR
Equivalent combination of training and experience.

Board Approved:

SUPERVISORY INVESTIGATOR

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The ~~Principal District Supervisory~~ Investigator innovates, delivers, and collaborates ~~and supervises on~~ duties in promulgating the District's commitment to foster an inclusive and equitable environment where our campus community can thrive and belong authentically. ~~The Principal District Investigator is distinguished from other journey-level positions by the nature, responsibility, analysis, complexity, and technicality of the work and by internal and external stakeholder interactions.~~ This role also serves as a ~~leader-supervisor~~ in making independent analysis and recommendations of factual and procedural questions, for the solution of Title IX, workplace conflict, civil rights discrimination, harassment, retaliation, Equal Employment Opportunity (EEO) complaints, and other Human Resources (HR) related issues for all employees and students. This role will coordinate updates and revisions to Board Policies and Administrative Regulations. This role will review new HR related legislation and revisions to existing HR legislation and recommend changes HR administrators. This position reports and performs its duties under the general supervision of the HR Manager, District Investigations, and may supervise the work of investigators, hourly employees and staff in Human Resources.

REPRESENTATIVE DUTIES

1. Leads in responding to and investigating complex Civil Rights, Title IX, and workplace conflict complaints including, but not limited to discrimination, harassment, Equal Employment Opportunity (EEO) complaints, and related retaliation reports and complaints from students and employees.
2. Leads prompt, thorough, and impartial investigations into discrimination, harassment, and retaliation complaints related to legally protected status, while strategically implementing Title IX protective and supportive measures as required by District Policy, ensuring a fair, comprehensive process for all parties involved.
3. Serves as a primary reference to the interpretation, application, and compliance of District policies, procedures, protocols, and practices related to Title 5, Title VII, Title IX, ADA, 2022 Reauthorization of VAWA/Campus SaVE Act, and related state laws, such as FEHA and California Community Colleges policies.
4. Acts as a senior technical expert in investigative, research, and complex analysis within HR, developing and implementing advanced methods and practices across various levels of the district, aligning with legal, regulatory, and policy frameworks.
5. Provides expert recommendations on the interpretation and application of policies, procedures, regulations, memorandum of understanding, and collective bargaining agreements, ensuring comprehensive and nuanced understanding.
6. Assists in the development and implementation of policies, practices, programs, and procedures for human resources.
7. Assist in conducting intake of complaints reports, or inquiries.
8. Functions as a primary liaison between HR and College personnel, addressing operational needs with a focus on strategic alignment and efficiency.
9. Delivers detailed and complex information to District and College employees about HR regulations, procedures, best practices, and forms, ensuring clarity and compliance.
10. Analyzes and provides high-level recommendations concerning operational and technical matters in areas of Civil Rights, Title IX, or workplace conflict in HR; synthesizes diverse opinions to formulate comprehensive solutions.
11. Conducts in-depth interviews with employees, students, and third parties, addressing complex violations of district policies or law; drafts comprehensive summaries with a focus on detailed fact-finding and action planning.
12. Leads in facilitating informal resolutions and manages formal investigation processes, focusing on complex conflict resolution.
13. Coordinates and oversees projects to ensure timely completion, focusing on complex investigations and strategic initiatives.

REPRESENTATIVE DUTIES (CONT'D)

14. Directs the preparation, maintenance, and analysis of confidential records, focusing on employer/employee relations, grievance processing, and legal matters, ensuring accuracy, confidentiality, and compliance with relevant regulations.
15. Directs high-level Human Resources projects, encompassing advanced data analytics, improvement audits, and system enhancements, ensuring strategic implementation and operational excellence.
16. Expertly communicates HR-related information to administrators, staff, and the public, using detailed data analysis and visual aids to convey complex concepts clearly and effectively, with an emphasis on understanding the strategic implications and impact on organizational goals.
17. Supervises and evaluates assigned staff; establishes performance requirements and professional development targets for assigned staff; regularly monitors performance and provides coaching and development.
18. Demonstrates advanced budget experience, contributing to financial planning and management within the HR Department, with an emphasis on strategic allocation.
19. Leads team projects and independently carries out complex special assignments, without supervision.
20. Represents HR in high-level meetings, hearings, conferences, workshops, or negotiations, focusing on complex and strategic matters.
21. Acts as the primary advisor and authority for District and College managers in establishing, reviewing, and documenting disciplinary policies, ensuring their fair and consistent application and offering expert counsel on addressing performance concerns.
22. Acts as the primary advisor to District and College managers in establishing and reviewing disciplinary policies, preparing and documenting performance evaluations, counseling managers on best practices for correcting performance concerns, ensuring the consistent and fair application of District policies and procedures, and reviewing negative performance evaluations to ensure sufficient documentation and justification.
23. Designs and delivers comprehensive training programs for employees and managers on anti-discrimination policies and fostering a culture of respect, with a focus on addressing complex issues and strategic organizational needs.
24. Oversees and facilitates Skelly meetings, expertly managing complex employee disciplinary matters with a focus on procedural fairness and compliance.
25. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations.
26. Brings to life new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
27. Reviews, analyzes, and recommends revisions to District Board Policies and Administrative Regulations to ensure alignment with applicable federal and state laws, regulations, collective bargaining agreements, Board directives, and current District practices. Research changes in legal and regulatory requirements and identifies policies and regulations requiring modification, clarification, or development.
- 26-28. Conducts periodic reviews of existing Board Policies and Administrative Regulations to identify outdated, conflicting, or obsolete provisions and recommends updates or rescission when appropriate; Coordinates the policy development process, incorporating feedback and recommended revisions while ensuring consistency with related policies, regulations, and contractual requirements.
- 27-29. Monitors, and informs, and makes recommendations on legislative changes relevant to HR.
- 28-30. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Applicable sections of California Education Code, Title 5: Americans with Disabilities, Act, Age Discrimination Act, California Labor Laws, California Housing and Employment Act, the California Family Rights Act, and other applicable Federal and State laws and regulations.
2. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of HR policies and practices and its integration with full-scale comprehensive HR programs.
3. Exceptional project management with the ability to track and manage complex processes, and a desire to lead multiple teams and multiple projects.
4. High level of stakeholder service-centricity and organizational empathy.
5. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
6. Investigative principles and application of laws, policies, rules, regulations, and practices.
7. Software, including case management software, such as, Advocate/Maxient, and Human Resources management software, such as, Ellucian Banner/Colleague, Workday, and other related project management software, case management, and related HRIS/Human Resource software.
8. High degree of business insight and results oriented. with an ability to work independently.
9. Strategies identifying and building cross-functional partnerships to understand challenges.
10. Principles and practices of effective management and supervision.
11. Principles, practices, and procedures related to the development, review, interpretation, and administration of Board Policies and Administrative Regulations.
- 10-Principles and practices of policy analysis, research, development, and implementation.

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Success with providing Human Resources support in a multi-stakeholder organization across multiple locations.
3. Proven ability to define, influence, refine and implement processes, procedures, and policies.
4. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
5. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
6. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
7. Display cultural competency and sensitivity in handling diverse cases and interacting individuals from various backgrounds and levels of the organization.
8. Display strong analytical capabilities and a process improvement mentality.
9. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
10. Collaborate and influence strategically in both small teams and large, cross-functional environments.
11. Maintain confidentiality of non-public information.
12. Gather and analyze data, reason logically, and draw valid conclusions.
13. Analyze situations and make appropriate decisions and/or recommendations.
14. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
15. Clearly communicate ideas and recommendations.
16. Write clear, comprehensive, and concise reports.
17. Work with and provide direction to other employees in the completion of the day-to-day work.
18. Excel in an ever-changing environment using an ambitious mindset.

19. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment
20. Research and analyze laws, regulations, court decisions, collective bargaining agreements, and other authoritative sources to determine their impact on District policies and regulations.
21. Review existing Board Policies and Administrative Regulations and identify provisions that are outdated, inconsistent, duplicative, ambiguous, or no longer applicable.
22. Draft clear, concise, legally appropriate, and operationally practical Board Policies and Administrative Regulations.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Masters/Juris Doctorate Degree from an accredited college or university and one (1) year of related work experience OR equivalent combination of training and experience.

Board Approved: **September 9, 2024**