

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: _____

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.

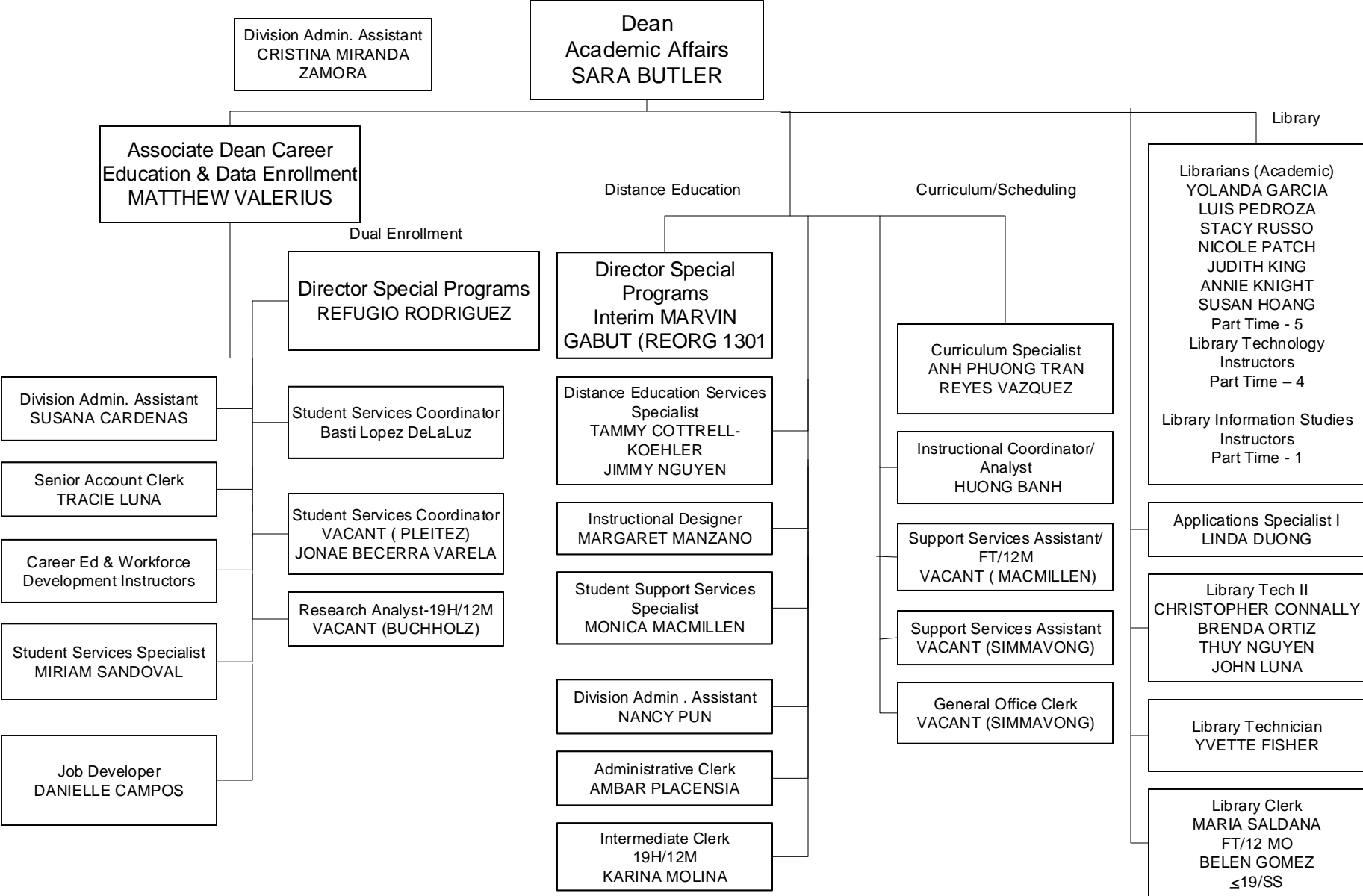
Does this change affect more than one department/division? No ___ Yes ___ If yes, please explain below.

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

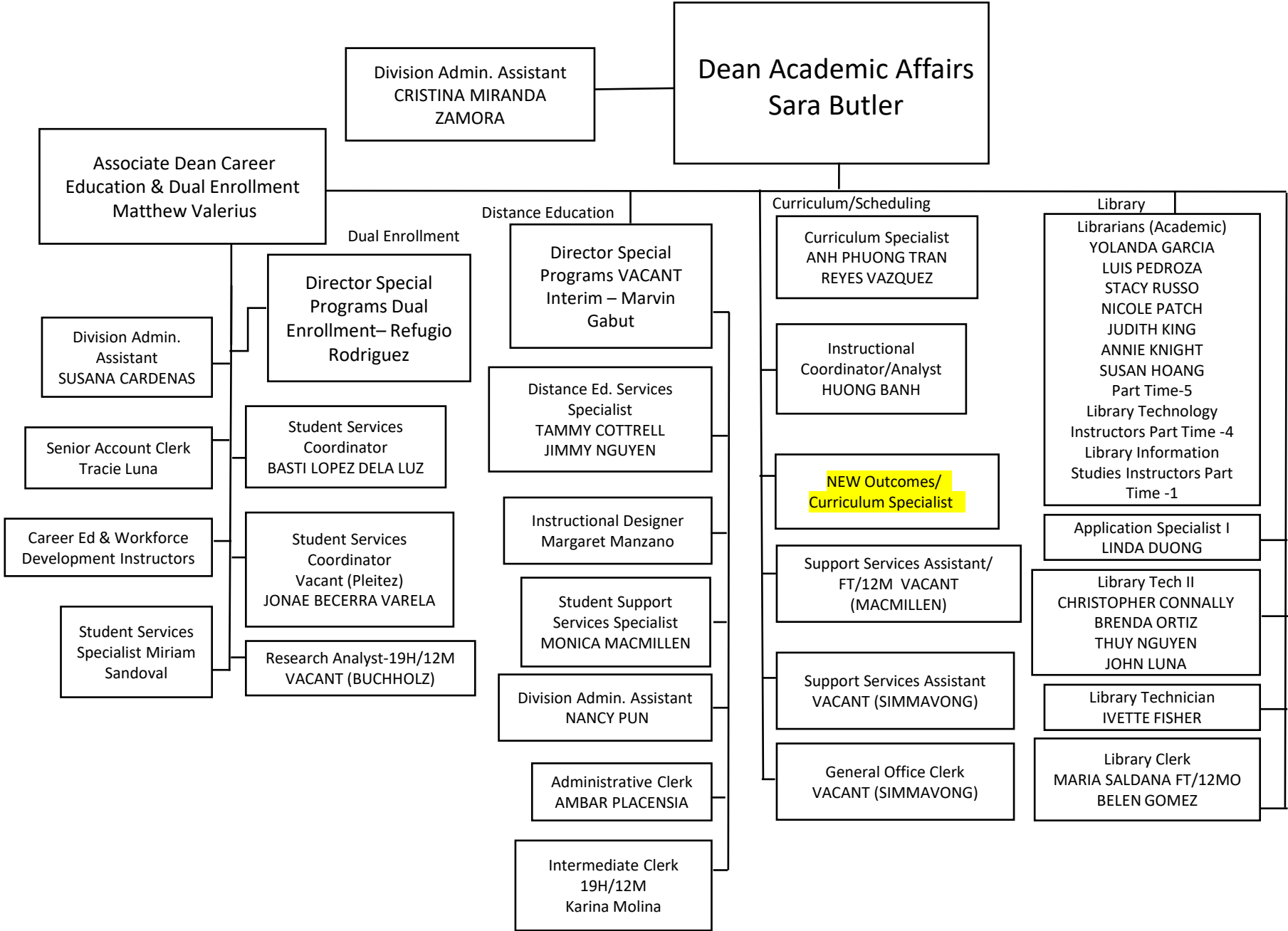
Submitted by (*District Cabinet Member*): _____ Date: _____

| SIGNATURES AND/OR REVIEW DATES | |
|--|--|
| Human Resources (<i>Signature/Date</i>): | Business Operations & Fiscal Services (<i>Signature/Date</i>): |
| | 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
ACADEMIC AFFAIRS



PROPOSED



OUTCOMES/CURRICULUM SPECIALIST

CLASS SUMMARY

Under general supervision, provides administrative support involving the coordination of outcomes development and assessment, curriculum and instructional functions with academic integrity; provide relevant training to faculty and staff regularly and as needed; serve as a resource for the faculty Outcomes Assessment Coordinator, department chairs, and faculty in the development and assessment of Student and Program Learning Outcomes on a recurring cycle; support, and assist faculty using Nuventive, Meta, and/or other college or District outcomes assessment and curriculum software; prepare summative reports for faculty and administrators; work with Outcomes Assessment Faculty Coordinator, Curriculum and Instruction Council Chair, and the Outcomes Assessment and Curriculum Committees to coordinate alignment of curriculum, outcomes assessment, program review, and planning processes; exercise independent judgment; assume and perform related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Support the college's efforts on outcomes development and assessment within the broader scope of the college's broader planning processes; provide technical expertise for college curricula and student and program learning outcomes development and assessment while adhering to established policies and procedures; prepare user guides and other trainings to ensure district compliance with Federal and State laws, as well as accreditation standards; work with faculty to ensure Student and Program Learning Outcomes are assessed and evaluated on a regular cycle; work with faculty to ensure alignment of learning outcomes and assessment and broader institutional annual and long-term planning; align curriculum and assessment databases related to pathways; provide support for linking outcomes assessment to program maps and pathways/tracks; conduct audits and work with faculty and administration to ensure outcomes are developed and assessed on a regular, ongoing cycle; assist in linking assessment results to action plans and program review, work with Outcomes Assessment Coordinator and the Outcomes Assessment Committee to improve the quality, accessibility, and utility of student outcomes and assessment and connect to transfer/labor market data; support the Outcomes Assessment Coordinator in conducting group and individual training sessions for faculty, staff, and administrators on related databases and software; provide support and technical expertise for college faculty and staff on outcomes and assessment; in consultation with the Outcomes Assessment Coordinator and the Outcomes Assessment Committee, work with the Program Review Committee and faculty to improve program review, evaluation, and revision processes to ensure outcomes assessment can be used to demonstrate resource needs; prepare relevant calendars, correspondence, meetings, reports and statistical records; advise the Curriculum and Instruction Committee, Outcomes Assessment Committee, faculty, administrators and other staff on outcomes and assessment-related policies and regulations (i.e. Program and Course Approval Handbook, California Education Code, accreditation standards); act as a liaison with relevant software vendors to develop systems, processes and administrative reports, report issues in vendor's software, and provide follow-up with vendor; encourage faculty participation in relevant activities; serve as secretarial support to assigned committees, such as the Outcomes Assessment Committee, councils and task forces; collaborate with sister college, District IT Services, Curriculum and Instruction Council, chairs, Distance Education, and other relevant departments and constituent groups; research, report and disseminate information to college and District administrators; train, direct and coordinate the work of clerical personnel; support Curriculum staff, help monitor courses and programs

throughout the approval process; when needed, assist with maintenance of curriculum records and archive curriculum approvals as well as other historical materials; as needed, coordinate, edit, maintain and produce content for college catalog, databases and timelines according to College processes, Board policies, state and federal and accreditation requirements.

ORGANIZATIONAL RELATIONSHIPS

This class reports to designated administrator or supervisor, and may be responsible for determining workflow to lower grade positions or for resolving factual or procedural questions.

MINIMUM QUALIFICATION GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a B.A./B.S. degree or equivalent and four years of increasingly responsible administrative experience in a college instructional office including one year of work involving independent responsibility in coordinating complex operating systems.

Knowledge and Abilities

Knowledge of: Administrative organizations and functions of community colleges and the State Chancellor's Office; knowledge of the Chancellor's Office's deadlines and processes for issuing control numbers and assessing the course outlines of record; pertinent accreditation standards, federal, state, and local laws, codes, and regulations relating to curriculum and learning outcomes and assessment: procedures and standards for course, program and policy approval; principles and procedures of record keeping and the ability to devise record keeping and reporting systems for accreditation standards, local, federal and State laws, codes and regulations; college and District policies relating to curriculum and course outline development and approval; support systems (e.g., Nuventive, Meta, Colleague and/or any other outcomes assessment and curriculum software, Academic Divisions, Scheduling Office, Graphic Communication, Chancellor's Office, Academic Affairs, Chancellor's Office Curriculum Inventory (COCI) and Information Systems/ITS); basic research methods and collection of statistical data; college, District, state and federal government reports; information technology procedures, terminology and operations; office methods, procedures and equipment, including computers and applicable software applications such as word processing, spreadsheets and databases.

Ability to: coordinate and organize a wide variety of material from many different sources; work cooperatively with various levels of responsibility and authority; perform responsible and difficult work involving the use of independent judgment and personal initiative; plan, organize and complete assignments to meet deadlines with minimum supervisory direction; perform technical work related to curriculum and instruction.

Skills: adept at using outcomes assessment and curriculum software, must complete a software skills evaluation. Screening Committee will use results as one of the selection criteria.

OUTCOMES/CURRICULUM SPECIALIST

CLASS SUMMARY

Under general supervision, provides administrative support involving the coordination of outcomes development and assessment, curriculum and instructional functions with academic integrity; ~~edit and update college catalog; compile and maintain curricular information in the student information system, curriculum management system and the State curriculum inventory; maintain curricular changes and act as a liaison for MIS reporting and State Chancellor's Office; provide relevant training to faculty and staff regularly and as needed; serve as a resource for the faculty Outcomes Assessment Coordinator, department chairs, and faculty in the development and assessment of Student and Program Learning Outcomes on a recurring cycle; support, and assist faculty using Nuventive, Meta, and/or other college or District outcomes assessment and curriculum software; prepare summative reports for faculty and administrators; work with Outcomes Assessment Faculty Coordinator, Curriculum and Instruction Council Chair, and the Outcomes Assessment and Curriculum Committees to coordinate alignment of curriculum, outcomes assessment, program review, and planning processes; required to exercise independent judgment; assumes and performs related duties and responsibilities as required.~~

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REPRESENTATIVE DUTIES

~~Support the college's efforts on outcomes development and assessment within the broader scope of the college's broader planning processes; Serve as a non-voting member on assigned curriculum and instruction committees and councils; acts as a resource to monitor course and program curricula throughout the approval process; review proposals for completeness, formatting, spelling and grammar; Provide administrative and technical expertise for college curricula and student and program learning outcomes development and assessment while adhering to established policies and procedures; prepare user guides and other training documentations to ensure district compliance with Federal and State laws, as well as, State standards (i.e. matriculation, transfer curriculum, program and course review accreditation standards); evaluate, strengthen, and revise the curriculum development process to ensure alignment of learning outcomes and assessment and broader institutional annual and long-term planning; work with faculty to ensure Student and Program Learning Outcomes are assessed and evaluated on a regular cycle; work with faculty to ensure alignment of learning outcomes and assessment and broader institutional annual and long-term planning; align curriculum and assessment databases related to pathways; provide support for linking outcomes assessment to program maps and pathways/tracks; conduct audits and work with faculty and administration to ensure outcomes are developed and assessed on a regular, ongoing cycle; assist in linking assessment results to action plans and program review, work with Outcomes Assessment Coordinator and the Outcomes Assessment Committee to improve the quality, accessibility, and utility of student outcomes and assessment and connect to transfer/labor market data; support the Outcomes Assessment Coordinator in conducting group and individual training sessions for faculty, administrators and staff, and administrators on related to automated curriculum databases and software and management systems; provide support and technical expertise for college faculty and staff on outcomes and assessment; in consultation with the Outcomes Assessment Coordinator and the Outcomes Assessment Committee, work with the Program Review Committee and faculty to improve program review, evaluation, and revision processes to ensure outcomes assessment can be used to demonstrate resource needs; prepares agendas relevant; calendars, correspondence, meetings, minutes, reports and statistical records; Audit, enter and validate course and~~

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program (i.e. course descriptions and components, pre-requisites and co-requisites, recommended preparation units and other data codes), and articulation data elements into various software programs including the student information system curriculum management system and the State curriculum inventory while adhering to State and District policies and procedures; maintain curriculum records and archives curriculum approvals as well as other historical materials; aAdvises the Curriculum and Instruction Committee, Outcomes Assessment Committee, faculty, administrators and other staff on curriculum outcomes and assessment-related policies and regulations (i.e. State Chancellor's Office Curriculum Inventory, the Program and Course Approval Handbook, California Education Code, accreditation standards); act as a liaison with assigned curriculum relevant platform software vendors to develop systems, processes and administrative reports; report issues in vendor's software; and provide follow-up with vendor; Provide support and technical expertise for college curricula in State Chancellor's Office curriculum inventory; encourage faculty participation in relevant activities submit new, revised and deactivated proposals for courses and programs; attend online training and conferences; conduct training sessions for faculty, administrators and staff; Coordinate, edit, maintain and produce content for college catalog, databases and timelines according to College processes, Board policies, state and federal requirements; serve as secretarial support to assigned committees, such as the Outcomes Assessment Committee, councils and task forces; cCollaborate with sister college, District IT Services, Curriculum and Instruction Council, Articulation Officer, division chairs, Admissions and Records, Graduation, Distance Education, administrators and staff responsible for maintaining class schedule and other relevant departments and constituent groups; review and correct error reports on State Management Information System (MIS) submissions; coordinates scheduling timeline with District support systems; rResearch, report and disseminate information to college and District administrators; Train/train, direct and coordinate the work of clerical personnel; support Curriculum staff, help monitor courses and programs throughout the approval process; when needed, assist with maintenance of curriculum records and archive curriculum approvals as well as other historical materials; as needed, coordinate, edit, maintain and produce content for college catalog, databases and timelines according to College processes, Board policies, state and federal and accreditation requirements-.

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ORGANIZATIONAL RELATIONSHIPS

This class reports to designated administrator or supervisor, and may be responsible for determining work flow/workflow to lower grade positions or for resolving factual or procedural questions.

MINIMUM QUALIFICATION GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a B.A./B.S. degree or equivalent and four years of increasingly responsible administrative experience in a college instructional office including one year of work involving independent responsibility in coordinating complex operating systems.

Knowledge and Abilities

Knowledge of: Administrative organizations and functions of community colleges and the State Chancellor's Office; knowledge of the Chancellor's Office's deadlines and processes for issuing control numbers and assessing the course outlines of record; pertinent accreditation standards, federal, state, and local laws, codes, and regulations relating to curriculum and instruction learning outcomes and assessment; procedures and standards for course, program and policy approval; principles and procedures of record keeping and the ability to devise record keeping and reporting systems for accreditation standards, local, federal and State laws, codes and regulations; college and District policies relating to

curriculum ~~and program development~~and course outline development and approval; support systems (e.g., Nuventive, Meta, Colleague and/or any other outcomes assessment and curriculum software, Academic Divisions, Scheduling Office, Graphic Communication, ~~Reprographics~~, Chancellor's Office, Academic Affairs, Chancellor's Office Curriculum Inventory (COCI) and Information Systems/ITS); basic research methods and collection of statistical data; college, District, state and federal government reports; information technology procedures, terminology and operations; office methods, procedures and equipment, including computers and applicable software applications such as word processing, spreadsheets and databases.

Ability to: coordinate and organize a wide variety of material from many different sources; work cooperatively with various levels of responsibility and authority; perform responsible and difficult work involving the use of independent judgment and personal initiative; plan, organize and complete assignments to meet deadlines with minimum supervisory direction; perform technical work related to curriculum and instruction.

Skills: ~~adept at using outcomes assessment and curriculum software,~~ must complete a software ~~keyboarding, clerical (filing names) and software~~ skills evaluation. Screening Committee will use results as one of the selection criteria.

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RSCCD

2023-2024 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

| POSITION TITLE | Outcomes/Curriculum Specialist | | |
|-----------------|--------------------------------|--------------|--------------|
| GRADE & STEP | MONTHLY RATE | NO OF MONTHS | ANNUAL COST |
| Grade 15 Step 3 | \$ 6,677.990 | 12 | \$ 80,135.88 |

| SALARY RELATED TAX/BENEFITS | BENEFIT RATE | BENEFIT COST | |
|--|----------------|---------------------|----------------------|
| PERS | 26.680% | 21,380.25 | |
| SOCIAL SECURITY | 6.200% | 4,968.42 | |
| MEDICARE | 1.450% | 1,161.97 | |
| UNEMPLOYMENT | 0.050% | 40.07 | |
| WORKERS COMP | 1.500% | 1,202.04 | |
| ACTIVE RET. INS. COST | 0.000% | - | |
| TOTAL TAX & BENEFIT COST | 35.880% | \$ 28,752.75 | \$ 28,752.75 |
| TOTAL SALARY & BENEFIT COST | | | \$ 108,888.63 |

| 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 | 1.500% | 22.50 | |
| ACTIVE RET. INS. COST | 0.000% | - | |
| TOTAL FRINGE BENEFIT COST | 9.200% | \$ 1,638.00 | \$ 1,638.00 |

| INSURANCE BENEFITS | | | |
|---|--------------|------------------|---------------------|
| LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.075/1000 X 12 Months) | \$ 80,135.88 | 72.12 | |
| MEDICAL INSURANCE (see below) | | 22,190.66 | |
| TOTAL INSURANCE COST | | 22,262.78 | \$ 22,262.78 |

| | |
|-------------------------------|----------------------|
| TOTAL COST OF POSITION | \$ 132,789.41 |
|-------------------------------|----------------------|

| | |
|---|--------------|
| BENEFITS = | \$ 52,653.53 |
| BENEFIT COST AS A PERCENT OF CONTRACT = | 65.71% |

| | | | |
|------|-----|-----------|-----------|
| CSEA | Max | 36,449.16 | 22,190.66 |
|------|-----|-----------|-----------|

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE \$\$ FOR H&W