

To: Consultation Council

From: Tom Burke, Chancellor

Subject: Reorganization of Chancellors Office

Date: January 23, 2018

Proposed Reorganization of Chancellors Office

1. Executive Director of Risk Assessment and Management moves directly under Chancellor
 - This is necessary due to this position taking over role of investigating Ethics Point complaints. This function creates a conflict with reporting to General Counsel.
 - Position clarified to assist with risk assessments for IT and finance functions
 - Position coordinates district-wide all mandatory training activities
 - Position title change to Executive Director of Risk Management, Compliance and Safety
 - There is no change in cost due to this organization change.

2. HR Technician moves directly under Executive Director of Risk Assessment and Management (EDRAM)
 - This position manages the District's workers compensation and assists in coordinating mandatory training programs. Position currently works extensively with the Executive Director of Risk Management, Compliance and Safety .
 - There is no change in cost due to this organization change.
 - Note: this position is currently being reviewed via the JAQ process for a change to a classified Coordinator level, this review was initiated prior to reorganization proposal and the results are independent of this change.

3. Upstairs reception area closed, current Department Assistant position will take on added administrative support assignments, projects and duties for Chancellors office.
 - Continues to report to Executive Assistant to the Chancellor
 - Receptionist duties will transition to downstairs receptionist position.

4. Addition of receptionist downstairs. Will take on all receptionist duties for the building
 - Relieves security officers of ever growing receptionist work, ensuring focus on essential functions of their positions
 - Ensures all visitors and students go through one point of entry into the building
 - Projected cost for classified receptionist Step 1 \$53,208.00 (Salary & Benefits)
 - Reports to Executive Assistant to the Chancellor
 - Will be funded by contract education funding.

5. Legislative Advocacy will be coordinated by Chancellor and Vice Chancellor Educational services and assisted by Executive Assistant to General Counsel.
 - Will work with McCallum group and Board legislative sub-committee to coordinate District's legislative agenda
 - Projected cost change – potential change to Executive Assistant to General Counsel salary for taking on added duties--currently being evaluated by HR.

- This Legislative Advocacy structure will be evaluated after a year of operation.

Overall Projected Cost for change: \$53,208

Target Implementation Date December, 2017

Please note this proposal will also be presented to Consultation Council's District-wide Budget Group, after receipt of input from Cabinet.