

Agenda Item Details

Meeting	Aug 15, 2018 - Board of Trustees, Regular Meeting, 6:00 p.m.
Category	15. HUMAN RESOURCES
Subject	15.2 Resolution No. 17946: Administrative Services Reorganization
Type	Action
Fiscal Impact	Yes
Dollar Amount	167,788.46
Budgeted	Yes
Budget Source	A savings to Unrestricted General Funds

WHEREAS the Area Administrator did an analysis of the area and determined a need to restructure in order to be more efficient, effective, and compliant; and

WHEREAS the restructuring will enhance the District's Administrative Services operations.

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve the Reorganization to Administrative Services as presented.

BE IT FURTHER RESOLVED that the changes be effective September 1, 2018.

[081518 - Human Resources - Administrative Services Re-org Plan \(August 2018\).pdf \(242 KB\)](#)

[081518 - Human Resources - Fiscal Services Org Chart 17_18.pdf \(7 KB\)](#)

[081518 - Human Resources - Fiscal Services Org Chart 18_19 Proposed \(rev\).pdf \(7 KB\)](#)

[081518 - Human Resources - M&O Org Chart 17_18.pdf \(6 KB\)](#)

[081518 - Human Resources - M&O Org Chart 18_19 Proposed.pdf \(7 KB\)](#)

[081518 - Human Resources - Purchasing Org Chart 17_18.pdf \(6 KB\)](#)

[081518 - Human Resources - Administrative Services Reorg Executive Summary.pdf \(55 KB\)](#)

Motion & Voting

Resolution No. 17946: Administrative Services Reorganization

Motion by Karla Sigmond, second by Steve Taylor.

Final Resolution: Motion Carries

Yes: Rudy Cardenas, Jerry Hart, Romualdo Medina, Karla Sigmond, Steve Taylor, Mark Edney

Imperial Valley College

Re-organization Plan

September 2018

Implementation

September – October 2018

Proposed Changes and Rationale for Change

Management:

Proposed change:

- Eliminate the Purchasing Director
- Reassign purchasing office to report to Director, Maintenance & Operations

Rationale for change:

- The duties performed by the current purchasing director will be re-distributed between the new Accountant and the Purchasing & Receiving Coordinator, Director of Fiscal Services and Director, Maintenance & Operations, eliminating the need to maintain the Purchasing Director position. This will make the management structure of the District more efficient and save the District 167,788. By eliminating the purchasing director position, it will be necessary to change the reporting structure of the remaining employee in the purchasing office to report to the director of maintenance & operations for the shipping and receiving functions. The accounting functions performed by the Director of Purchasing will move to the Accountant position.

Confidential: Not Affected

Classified:

Proposed change:

- Establish an Accountant Position, range 24.
- Eliminate one (1) Accounting Technician Position, range 15
- Change reporting supervisor of the Purchasing and Receiving Coordinator

Rationale for change:

- To establish a high level of accounting services to reduce work load off Director and to move all accounting services to the accounting office.

- To establish a higher level accountant position without increasing staffing and decreasing cost.

Faculty: Not Affected

Impact on wages and working conditions

In the accounting office the changes will positively impact wages and working conditions. In lieu of having four (4) accounting technicians performing low level work we will have one accounting technician position be elevated to accountant from a range 15 to range 24 (9 ranges). The position being elevated is currently vacant due to a retirement so it will have no impact on existing staff. The working conditions will remain the same.

In the purchasing office the changes will positively affect classified by establishing a second position which can share in the work load and provide reliability and coverage. The working conditions will not change except the purchasing and receiving coordinator will now report to the maintenance and operations director instead of the purchasing director.

Administrative Services Reorganization Plan

Executive Summary

Two factors are driving the necessity to reorganize Administrative Services. The first, is redistributing the work internally in the accounting office and establishing the lead role of Accountant. The second driving force is to reorganize the purchasing office through eliminating the purchasing director position and moving the shipping and receiving functions of purchasing to maintenance & operations.

Within the current accounting office there is a vacant accounting coordinator and four (4) accounting technicians which report to the Director, Fiscal Services. This current structure places a high workload on the Director due to the absence of senior and experienced accounting staff. In addition, two of the accounting technicians are retiring at the end of the FY putting a strain on the office and the ability to provide accounting services for the district.

Under this reorganization plan the accounting coordinator position will be filled and instead of recruiting for a fourth accounting technician we will eliminate that position and establish the accountant position. This new organizational structure in accounting will provide the Director the higher level accounting competency needed to provide accounting services to the District.

In the purchasing office the purchasing director is currently spending approximately 50% of his time providing accounting services and training. The accounting services will be moved to the accountant. The shipping and receiving functions will remain with the current Purchasing & Receiving Coordinator who will now report to the M&O Director. As a result, there is no longer a need for a management level position in the purchasing office. Under this plan the purchasing director position will be eliminated and the lower level shipping and receiving duties will move to the current purchasing & receiving coordinator. The purchasing office will report to the Director, Maintenance & Operations.

Conclusion

If approved, this reorganization will place all accounting services under the Director, Fiscal Services. This structure will allow for the efficient and effective operation of all fiscal services under a single manager. It establishes a higher level of accounting services which will allow the Director to focus on the higher level budgeting and finance of the District.

Title/Classification	Current	Proposed
Accounting Technician	Accounting Technician	No Change
Accounting Technician	Accounting Technician	No Change
Accounting Technician	Accounting Technician	No Change
Accounting Technician	Accounting Technician	Eliminate Position
Accounting Coordinator	Vacant	Fill Position
Accountant	Establish Position	Fill Position
Purchasing Director	Purchasing Director	Eliminate Position
Purchasing & Receiving Coord	Purchasing Technician	No Change

Imperial Valley College
Fiscal Services
Organizational Chart
2017-2018

Director, Fiscal Services

Cecilia Duron
1.0 FTE
CM0023

**Accounting
Coordinator
Marcia Reyes
1.0 FTE
CR0064**

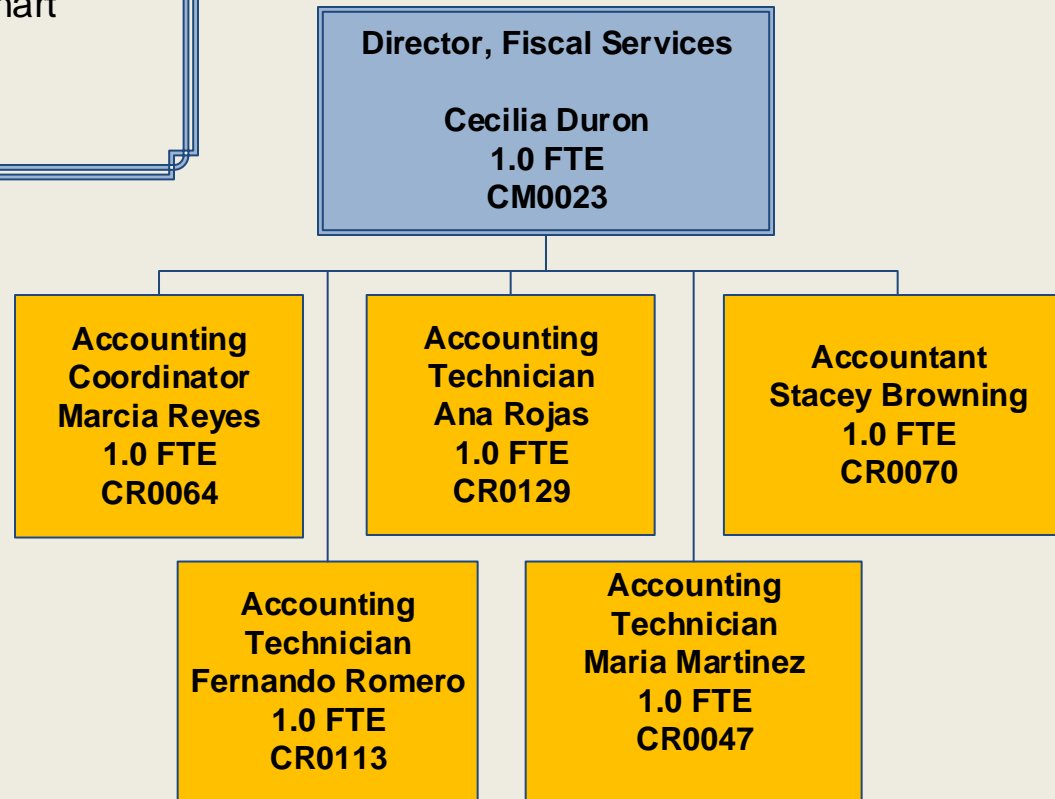
**Accounting
Technician
Fernando Romero
1.0 FTE
CR0113**

**Accounting
Technician
Ana Rojas
1.0 FTE
CR0129**

**Accounting
Technician
Phyllis Gilliam
1.0 FTE
CR0047**

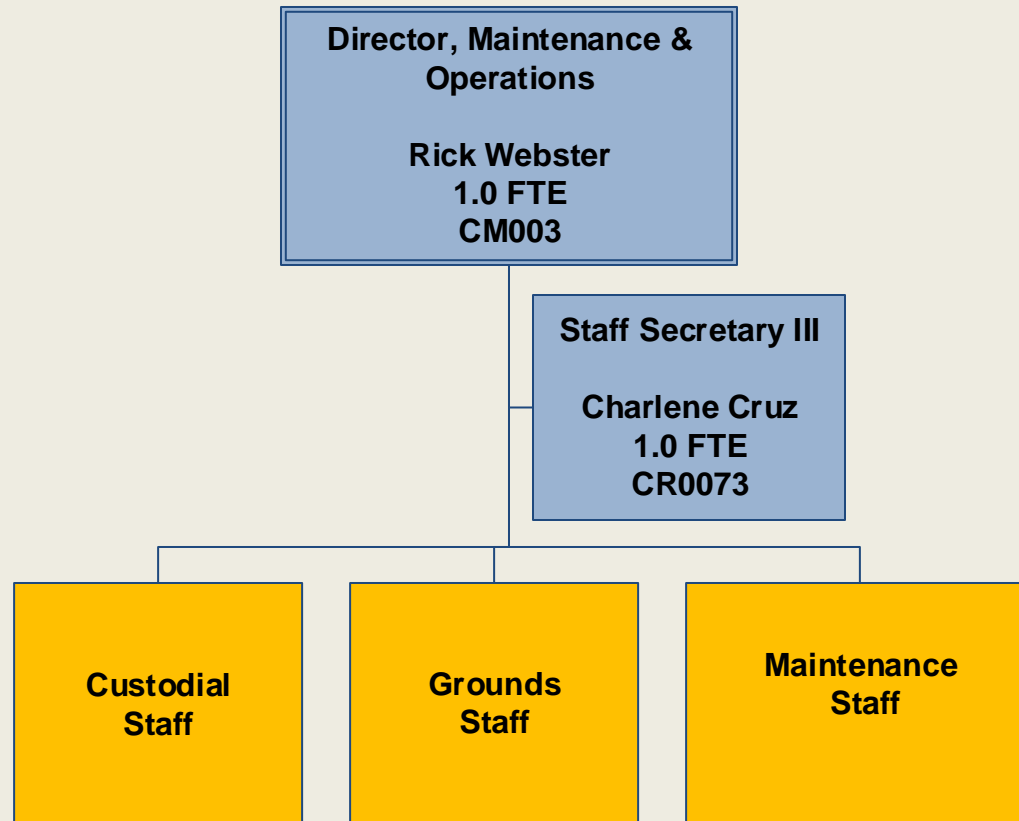
**Accounting
Technician
Mirtha Galindo
1.0 FTE
CR0002**

Imperial Valley College
Fiscal Services
Organizational Chart
Proposed
2018-2019

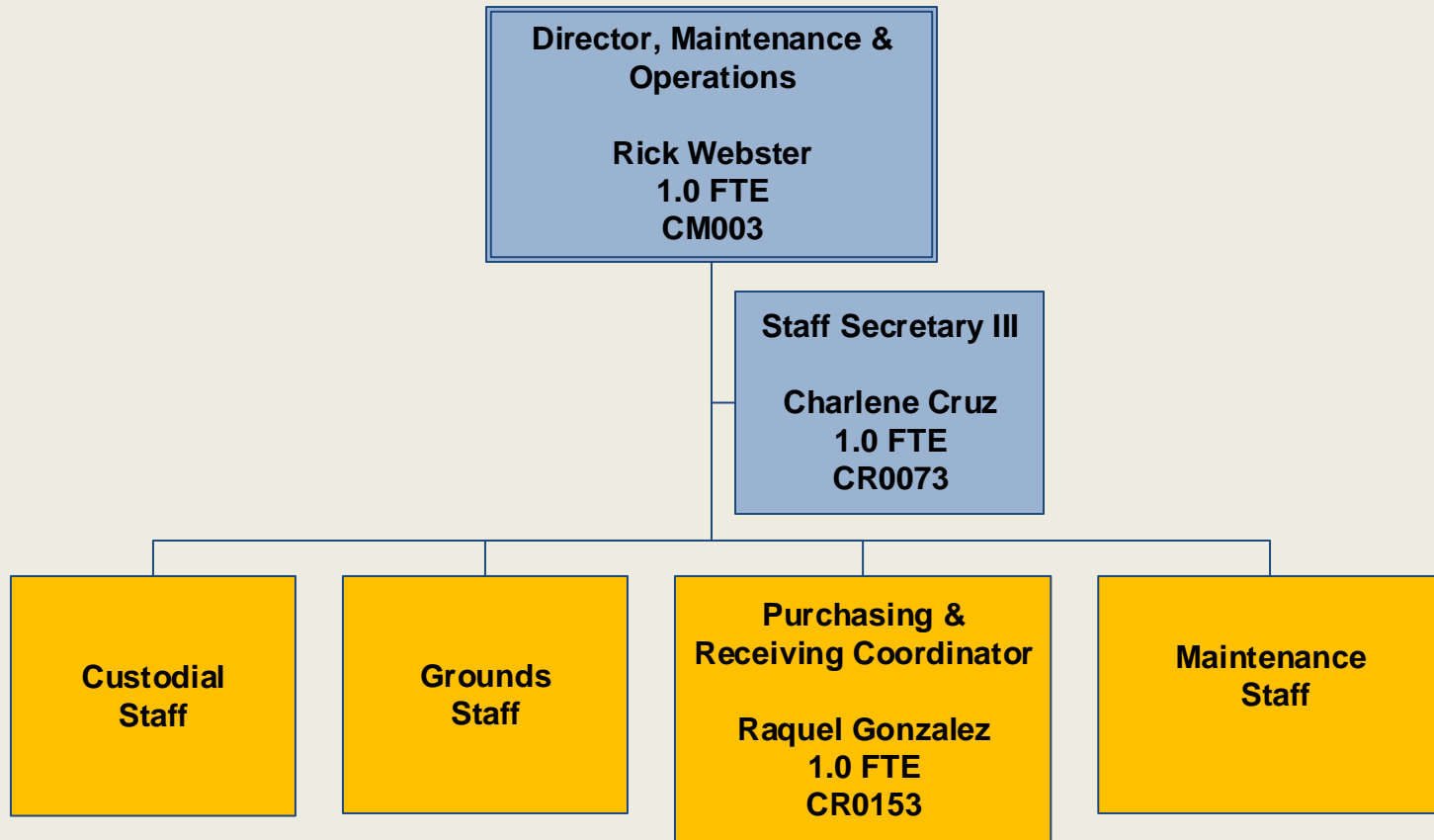


Imperial Valley College
Maintenance & Operations
Organizational Chart

2017-2018



Imperial Valley College
Maintenance & Operations
Organizational Chart
Proposed
2018-2019



Imperial Valley College
Purchasing
Organizational Chart
2017-2018

Director, Purchasing

Carlos Fletes
1.0 FTE
CM0001

**Purchasing &
Receiving Coordinator**
Raquel Gonzalez
1.0 FTE
CR0153