

Proposal: Reorganization for Risk Management, Community Services, Purchasing, Duplicating Contracts and Bidding

The vacancy of the director of risk management and community services has created the need for reorganizing Business Services. The primary assumption is that the director position will not be replaced and the restructuring will allow for preserving most of the salary for that position as savings to the District. The areas that need additional resources applied to them are risk/liability, contract administration and the expanding role of community services. In addition this position would be responsible for bringing the college into compliance with emergency preparedness regulations, protocols, procedures, and laws; and (2) ensure ongoing readiness by creating a management position with oversight, accountability, and responsibility for all aspects of emergency/disaster preparedness and response. This reorganization will provide for covering these responsibilities with one less management position. The reorganization would be permanent.

Positions Restructured

Three positions will have additional responsibilities assigned to them:

1. Director of Purchasing to become Director of Administrative Services and Emergency Response. This is a new position assigning risk/liability management, community services, emergency compliance and training, and contracts to the position of Director of Purchasing. These additional responsibilities would require restructuring two positions reporting in to this position.
2. Lead for Community Services and Workers Compensation Administration. Currently there is an administrator working out of class to support the expanded role of community services as well as supporting workers compensation and risk. This position would be made permanent in the new position and would oversee one full time administrator and at least 7 part-time temporary workers.
3. The Senior Buyer would become Lead of Purchasing, Shipping and Receiving. This would be adding the responsibility of overseeing shipping, receiving, moves and adds to the senior buyer responsibilities providing relief for the director position.

There will be one position (Communications Services Coordinator) moved from communications (currently reports to Director-Purchasing), into the IT department as a result of the reorganization. This will help to balance the workload for the new Director position.

The savings from the restructuring after taking into consideration the compensation required for the increased responsibilities would be from the elimination of the community service/risk manager position of \$102,000. There is \$22,500 remaining in the current year budget from eliminating the rent a risk manager position, the balance is not included in the current year budget. Approximately \$18,000 would be allocated to the three positions and an additional \$24,000 is requested for emergency response support. The savings from eliminating the position would be approximately \$60,000.