Napa Valley College
Proposal for Reorganization in Office of Business and Finance
December 18, 2012

I. INTRODUCTION

One component of The Way Forward, a developing multi-year financial plan, addresses institutional reorganizations and realignments to increase efficiency and reduce expenses. One such reorganization is proposed for the Office of Business and Finance in the Administrative Services Area.

The opportunity to adjust workflow and improve efficiencies arose from enhanced computerized accounting processes and two separations in the department over the past three years. The reorganization includes a change in the staffing pattern of the department, reclassifications of staff as a result of realigning and reassigning duties, and the conversion of one classified position into a classified administrator. District staff and the Napa Valley College Association of Classified Professionals (NVC-ACP) support the proposed reorganization.

In addition to changes in the staffing pattern and duties and responsibilities of staff, additional computerized functions will be implemented as part of the Datatel Roadmap. These functions should save time and improve departmental and campus-wide efficiencies in terms of fund accounting and other financial processes.

II. CHANGE IN STAFFING PATTERN

The proposed reorganization entails changing the staffing pattern in the department as outlined below. It will result in the development of two new positions, the Account Clerk IV and the Accountant I, expanding the career ladder within the department. It should be noted that an additional Account Clerk III position was eliminated during 2010-2011 as a result of a retirement. As provided for by Title 5, these new positions do not require a full and open recruitment because current employees are being reclassified as a result of the reassignment of duties. The reorganization will not require additional staffing and all current payroll and business services staff will be retained.

A. CURRENT STAFFING PATTERN

Administrative/Confidential Staff:
Vice President of Business and Finance
Payroll Supervisor (Confidential, Range 10)

Classified Staff:
1.0 FTE Coordinator of Fiscal Services (Range 28)
3.0 FTE Accountant II (Range 21.5) {one position is vacant}
3.0 FTE Account Clerk III (Range 17) {an additional position was eliminated in 2010-2011}
1.8 FTE Business Office Clerk (Range 14)
1.0 FTE Business Services Assistant (Range 19)
1.0 FTE Payroll Technician (Range 19)

TOTAL FTE FOR DEPARTMENT = 12.8
B. PROPOSED STAFFING PATTERN

Administrative/Confidential Staff:
Vice President of Business and Finance
Payroll Supervisor (Confidential, Range 10)
New Position: Director of Fiscal Services (Range 15)

Classified Staff:
1.0 FTE Chief Accountant (Range 25.5)
1.0 FTE Accountant II (Range 21.5)
1.0 FTE Accountant I (Range 20)
1.0 FTE Account Clerk IV (Range 18.5)
3.0 FTE Account Clerk III (Range 17) – (one position to remain vacant pending future assessment of workload)
0.8 FTE Business Office Clerk (Range 15)
1.0 FTE Administrative Assistant (Range 21)
1.0 FTE Payroll Technician (Range 19)

TOTAL FTE FOR DEPARTMENT = 12.8

The proposed reorganization will save approximately $25,000 per year, with one Account Clerk III position remaining vacant. It is proposed that this position remain vacant through at least year one of the Viability phase (2012/2013) of The Way Forward (TWF). The reorganization proposal is supported by the Classification Review Committee (CRC) of the NVC-ACP, with the understanding that workload will be assessed during year one to determine whether or not filling the vacant position would be warranted in subsequent years, particularly during the Stability phase of TWF (2014/2015-2015/2016). The CRC also supported the reclassifications outlined in the following section.

III. RECLASSIFICATIONS OF STAFF

The reclassification process entails a review of new and existing duties and responsibilities and revisions to or development of job descriptions. Factoring of the positions is then applied in the following categories: knowledge and skills, complexity, responsibility, interaction, work environment, and physical effort. Based on an analysis of all revised Business and Finance positions, the CRC supported the recommendations of the Dean of Human Resources as shown below. These recommendations are coming to the Board of Trustees for approval as part of the departmental reorganization.

<table>
<thead>
<tr>
<th>EFFECTIVE DATE</th>
<th>EMPLOYEE</th>
<th>CURRENT POSITION/RANGE</th>
<th>RECOMMENDED POSITION/RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2012</td>
<td>Basco, Imelda</td>
<td>Accountant II, Range 21.5</td>
<td>Chief Accountant, Range 25.5</td>
</tr>
<tr>
<td>July 1, 2012</td>
<td>Del Rosario, Noreen</td>
<td>Account Clerk III, Range 17</td>
<td>Accountant I, Range 20</td>
</tr>
<tr>
<td>July 1, 2012</td>
<td>Huerta, Teulia</td>
<td>Business Office Clerk, Range 14</td>
<td>Account Clerk III, Range 17</td>
</tr>
<tr>
<td>February 1, 2013</td>
<td>Hunter, Linda</td>
<td>Account Clerk III, Range 17</td>
<td>Account Clerk IV, Range 18.5</td>
</tr>
<tr>
<td>July 1, 2012</td>
<td>Kada, Solange</td>
<td>Business Services Assistant, Range 19</td>
<td>Administrative Assistant, Range 21</td>
</tr>
<tr>
<td>February 1, 2013</td>
<td>Limtiaco, Jacqueline</td>
<td>Business Office Clerk, Range 14 (.80 FTE)</td>
<td>Business Office Clerk, Range 15 (.80 FTE)</td>
</tr>
</tbody>
</table>
IV. CONVERSION OF POSITION FROM CLASSIFIED TO ADMINISTRATIVE STATUS

The reorganization proposal includes a recommendation to convert the classified position of Coordinator of Fiscal Services to the classified administrative position of Director of Fiscal Services. The position will supervise and direct all accountants and account clerks, providing for improved efficiency in the department. The CRC recommended this conversion as part of the reorganization, understanding that it would result in a reduction in membership for the Classified association (“taking work out of the unit”), and the NVC-ACP Negotiations Team supported this recommendation. The administrative factoring of this position placed it on the Administrative/Confidential Salary Schedule at Range 15.

V. SUMMARY OF REORGANIZATION

Staff recommend that the Board of Trustees approve the reorganization. The proposed reorganization entails reclassifying seven classified employees, including the conversion of one classified position to a classified administrator. The change in the staffing pattern will save approximately $25,000 per year with one position remaining unfilled during the Viability phase of TWF. Workload and computerized processes in the department will be assessed over time, with the understanding that the vacant position may need to be filled in the future as we move to the Stability and Vitality phases of TWF.

In terms of implementation, it is being recommended that reclassifications become effective on the dates identified in Section III, with four reclassifications being retroactive to July 1, 2012 and two being effective on February 1, 2013. The conversion of the Coordinator of Fiscal Services to the Director of Fiscal Services would be retroactive to January 1, 2013, with board approval.