

# **DGR Consulting LLC**

## **KCCD Business Services Reorganization Analysis**

### **Overview**

This analysis will provide an option to reorganize the current business services structure into a more attractive and efficient structure. The department is housed at the district office with liaison business services office at each of the three (3) colleges to provide onsite business services support.

### **Scope**

The scope of this analysis specifically focuses on the business services department. The department has struggled to fill positions in the current structure with competitive wages.

### **Methodology**

The methodology used was to review the current structure and look at making recommendations to competitively attract applicants and provide efficient, consistent customer service to the Kern Community College District community.

### **Findings**

Upon analyzing the information provided by the district, the following was identified:

1. The level of responsibility has increased for all management positions, and there is a need for consistent Business Services practices across the district.

### **Conclusion**

The structure and level of pay for the management position in the Business Services department is not attracting and retaining well qualified applicants for the positions.

The current structure is not providing the level of support needed to run an efficient and consistent department.

Recommendations if accepted will require a budget of an additional \$90,548.03.

### **Recommendations**

1. Upgrade the current Budget Analyst position at the District Office to a Director, Budget Operations to oversee the districtwide budget preparation.
2. Upgrade the current management position at the District Office from Accounting Manager to Assistant Director, Accounting Services. This provides structural consistency for comparable work and retention value to the incumbent Accounting Manager.

3. Upgrade the current management position at the District Office from Accounting Manager, Grants to Assistant Director, Grants. This provides structural consistency for comparable work and retention value to the incumbent Accounting Manager, Grants.
4. Upgrade the current management position at the Bakersfield College campus from Accounting Manager to Assistant Director, Accounting Services. This provides structural consistency for comparable work and retention value to the incumbent Accounting Manager.
5. Upgrade the current management position at the Porterville College campus from Accounting Manager to Assistant Director, Accounting Services. This provides structural consistency for comparable work and retention value to the incumbent Accounting Manager.
6. Upgrade the current management position at the Cerro Coso Community College campus from Accounting Manager to Assistant Director, Accounting Services. This provides structural consistency for comparable work and retention value to the incumbent Accounting Manager.
7. Upgrade the current management position at the District Office from Contracts/Purchasing Manager to Assistant Director, Contracts/Purchasing. This provides structural consistency for comparable work and retention value to the incumbent Accounting Manager.