

HR Documents And Salary Schedules

MANAGEMENT AND CONFIDENTIAL EMPLOYEE DOCUMENTS

- Current Management Salary Schedule (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/2019-20-MANAGEMENT-Webpage.pdf>)
- Current Executive, Administrative and Confidential Titles and Salary Ranges (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2020/09/Appendix-I-Management-Wage-Range_Revised-09.10.2020.pdf)
- Current Confidential Salary Schedule (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/SALARY-SCHEDULE-CONFIDENTIALS-07-01-19.pdf>)
- President and Vice President's Salary Schedule (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/09/Presidnet-VP-Schedule-L-081419.pdf>)
- Administrative Team Organizational Charts (<https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/06/Visio-org-chart-06.16.14.pdf>)

ACADEMIC EMPLOYEE DOCUMENTS

- RHCFA CBA 2019-2022 (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/RHCCD-CBA-with-CTA-2019-2022_Final-Version.pdf)
- Faculty Salary Schedule (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2020/07/FACULTY-SALARY-SCHEDULE-07-01-2020-WEB.pdf>)

CLASSIFIED EMPLOYEE DOCUMENTS

- CSEA Contract 2017-2020 (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2018/12/CSEA-Contract-2017-20_Final.pdf)
- Classified Employee Positions List (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2017/01/Employee-Positions-List-Appendix-A-2014-2017.pdf>)
- Classified Salary Schedule (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2019/08/CLASSIFIED-SALARY-SCHEDULE-07-01-19.pdf>)

UNREPRESENTED EMPLOYEES DOCUMENTS

- Salary Schedule (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2020/06/AP7130-SCHEDULE_Board-Approved-6.10.2020.pdf)

GENERAL HUMAN RESOURCES DOCUMENTS

- 2020-2021 Holiday Schedule (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2020/06/Holiday-Memo-2020-21_REVISED.pdf)
- Rio Hondo College Equal Employment Opportunity Plan (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2018/05/EEO-Plan-18-21-Rio-Hondo_Final.pdf)
- Government Compensation in California (https://www.sco.ca.gov/ard_locinstr_gcc_reporting.html)

TRAINING

- Mandatory Reporting Log-In Instructions (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2015/08/Mandatory-Reporting-Log-In-Instructions.pdf>)
Link to Keenan's SafeCollege Training (<https://riohondo.keenan.safecolleges.com/login>)
- Keenan SafeCollege Self Log-In Instructions (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2015/09/New-Hire-Mandatory-Reporting-Self-Enroll.pdf>)
Link to Keenan SafeCollege Self Log-In
(<https://riohondo.keenan.safecolleges.com/register/ab82093d>)

JOB DESCRIPTIONS

+ AP 7130 Job Descriptions
+ Classified Job Descriptions
+ DAP-Non-Instructional Job Descriptions
<ul style="list-style-type: none"> • DAP – Accreditation Writer Editor (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-Accreditation-Writer-Editor.pdf) • DAP – Basic Skills Coordinator (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-Basic-Skills-Coordinator.pdf) • DAP – Distance Education Coordinator (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-Distance-Education-Coordinator.pdf) • DAP – EMEC Coordinator (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-EMEC-Coordinator.pdf) • DAP – Honors Program Coordinator (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-Honors-Program-Coordinator.pdf) • DAP – IEC Coordinator (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-IEC-Coordinator.pdf) • DAP – Leadership Academy Coordinator (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-Leadership-Academy-Coordinator.pdf) • DAP – Program Review Coordinator (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-Program-Review-Coordinator.pdf) • DAP – SLO Coordinator (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-SLO-Coordinator.pdf) • DAP – Staff Development FLEX (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-Staff-DevelopmentFLEX.pdf) • DAP – Study Abroad Coordinator (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-Study-Abroad-Coordinator.pdf) • DAP – SWEC Coordinator (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/DAP-SWEC-Coordinator.pdf)
+ Confidential Job Descriptions
<ul style="list-style-type: none"> • Administrative Assistant (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Administrative-Assistant.pdf) • Employee Benefits Specialist (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Employee-Benefits-Specialist.pdf) • Executive Assistant to the President-Board of Trustees (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2018/07/Executive-Assistant-to-the-President-Board-of-Trustees.pdf)

- Human Resources Coordinator (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Human-Resources-Coordinator.pdf>)
- Senior Administrative Assistant (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2018/12/Senior-Administrative-Assistant-Confidential.pdf>)

Management Job Descriptions

- Assistant Dean, Adult Education (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2020/11/Assistant-Dean-Adult-Education_11.11.2020.pdf)
- Assistant Dean, Student Equity and RISE Scholars (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2020/11/Assistant-Dean-Student-Equity-and-RISE-Scholars_11.11.2020-1.pdf)
- Assistant Director of Facilities Services (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Assistant-Director-of-Facilities-Services-.pdf>)
- Associate Dean – Academic Affairs- Student Services (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Associate-Dean-Academic-Affairs-Student-Services-.pdf>)
- Dean, Counseling (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2018/10/Dean-Counseling.pdf>)
- Dean Student Affairs_2013 (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Dean-Student-Affairs_2013.pdf)
- Dean Student Success (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2016/10/Dean-Student-Success.pdf>)
- Dean, Arts and Cultural Programs (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Dean-Arts-and-Cultural-Programs.pdf>)
- Dean, Educational Centers (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2016/02/Dean-Educational-Centers.pdf>)
- Dean, Health Sciences (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Dean-Health-Sciences.pdf>)
- Dean, Institutional Research and Planning (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2018/07/Dean-Institutional-Research-and-Planning.pdf>)
- Dean, Instructional-Range 55 (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2016/03/Dean-Instructional_Range-55.pdf)
- Dean, Instructional-Range 57 (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Dean-Instructional-Range-57.pdf>)
- Dean, Kinesiology, Dance and Athletics (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Dean-Kinesiology-Dance-and-Athletics.pdf>)
- Dean, Library (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2018/10/Dean-Library.pdf>)
- Director of Accounting (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Accounting.pdf>)
- Director of Admissions and Records (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Admissions-and-Records.pdf>)
- Director of Child Development Center-rev 10-06 (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Child-Development-Center-rev-10-06.pdf>)
- Director of Community and Governmental Relations (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Community-and-Governmental-Relations.pdf>)
- Director of Contract Education and Community Development (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Contract-Education-and-Community-Development.pdf>)
- Director of Contract Management and Vending Services (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Contract-Management-and-Vending-Services.pdf>)
- Director of Fire Academy
- Director of DSPS (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-DSPS.pdf>)
- Director of EOPS and CARE (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2016/05/Director-of-EOPS-and-CARE.pdf>)
- Director of Facilities Services (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Facilities-Services.pdf>)
- Director of Financial Aid and Veterans Services-Rg 48 (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Financial-Aid-and-Veterans-Services-Rg-48.pdf>)
- Director of Grant Development & Mgmt- October 2015 (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2015/11/Director-of-Grant-Development-Mgmt-October-2015.pdf>)
- Director of Information Technology-March 2013 (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Information-Technology-March-2013.pdf>)
- Director of Marketing and Communications-Rev July 2013 (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Marketing-and-Communications-Rev-July-2013.pdf>)
- Director of Police Academy (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Police-Academy.pdf>)
- Director of Student Life and Leadership (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Director-of-Student-Life-and-Leadership.pdf>)
- Executive Dean of Counseling and Student Equity
- Executive Director of Human Resources (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2017/06/Executive-Director-of-Human-Resources.pdf>)
- Foster Care and Independent Living Program Supervisor rev (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Foster-Care-and-Independent-Living-Program-Supervisor-rev.pdf>)
- Grant Manager – Academic (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2016/06/Grant-Manager-Academic.pdf>)
- Grant Manager – Classified (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2016/06/Grant-Manager-Classified.pdf>)
- Manager of Mechanical and Electrical Services (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2016/05/Manager-of-Mechanical-and-Electrical-Services.pdf>)
- Manager of Operations and Maintenance (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Manager-of-Operations-and-Maintenance.pdf>)
- Project Manager – Academic (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2016/06/Project-Manager-Academic.pdf>)
- Project Manager – Classified (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2016/06/Project-Manager-Classified.pdf>)
- Vice President, Academic Affairs (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2020/11/Vice-President-Student-Services_10.14.20.pdf)
- Vice President, Student Services (https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2020/11/Vice-President-Student-Services_10.14.20.pdf)
- Vice President, Finance and Business (<https://www.riohondo.edu/hr/wp-content/uploads/sites/4/2014/04/Vice-President-Finance-and-Business.pdf>)