

The Board of Trustees established that the following positions are to be considered “essential functions” and authorizes the employees within these positions to work on District and college centers, campuses, offices, and facilities, as needed, to ensure the continuity of instruction:

District Services (58 employees)

Chancellor’s Office (5 employees) - Chancellor; Director, Chancellor and Board Operations; Manager, Office of the Chancellor and Trustee Services; Director of Public Affairs and Government Relations; and Communications Specialist

Business Services (42 employees) Vice Chancellor, Business Services (2 employees) - Vice Chancellor, Business Services and Executive Assistant of Vice Chancellor

Accounting (5 employees) – Director of Fiscal Services; Senior Accounting Specialists; and Accounting Specialist

Facilities Planning (6 employees) – Executive Director of Facilities Planning; Director of Facilities Planning; Senior Project Manager; Project Managers; and Administrative Assistant

Fiscal Services (3 employees) – Executive Director, Fiscal Services/Comptroller; Accountant; and Administrative Assistant

Payroll (10 employees) – Payroll and Benefits Manager; Payroll Systems Specialist; Payroll Specialists; Senior Benefits Specialist; and Benefits Specialist

Procurement, Central Services, and Risk Management (16 employees) – Executive Director of Procurement, Central Services and Risk Management; Purchasing and Contracts Manager; Risk Manager; Central Services Manager; Contracts Specialists; Senior Administrative Assistant, Program Technician; Mailroom Assistant; Warehouse Workers, Central Services Specialist; Lead Warehouse Workers; and Warehouse Worker/Delivery Driver

Tech and Learning Services (9 employees) Vice Chancellor, Tech and Learning Services; Director, IT – Infrastructure/Security; Director of Information Technology, Academic Systems; Systems Manager – Computer and Networking Operating Systems; Network Systems Technician III; Network Systems Technician II; Applications Specialist II; Database Administrator; and Senior Programmer/Analyst

Human Resources (2 employees) • Human Resources Operations Supervisor and Human Resources Specialist

Irvine Valley College (42 employees)

College President (1 employee)

Administrative Services (29 employees)

Campus Police (9 employees) - Chief of Police; Police Operations Lieutenant; Police Sergeant; Police Officers; Senior Dispatcher/Records; Dispatcher/Records; and Campus Security Officer •

Facilities (8 employees) - Director of Facilities; Assistant Director of Facilities; Assistant Director of Facilities – Capital Outlay Projects; Night Facilities Operations Supervisor; Custodians; Building Maintenance Worker; and Groundskeeper

Technology Services (10 employees) - Director of Technology Services; Applications Specialist I; Applications Specialist II; Network Systems Technician III; Network Systems Technicians II; Network Systems Technician I; Alternate Media Specialist; Networks Systems Administrator; Senior Administrative Assistant; and Instructional Technologist

Fiscal Services (2 employees) – Vice President of College Administrative Services and Manager, College Fiscal Services

Student Services (9 employees)

Vice President of Student Services; Dean of Counseling; Dean of Enrollment Services; Director of Promise, Recruitment, and Outreach; Assistant Dean of Health, Wellness, and Veterans Services; Assistant Dean of Financial Aid and Student Support Services; Senior Financial Aid Specialist; Coordinator of Equity Programs; and Title IX Investigator

Instruction (3 employees)

Vice President of Instruction; Dean of Math, Science and Engineering; and Dean of The Arts, Library, and Online Education

Saddleback College (51 employees)

College President (1 employee)

Student Services (16 employees) Vice President of Student Services; Dean of Counseling; Dean of Enrollment Services; Dean of Student Equity and Special Programs; Dean of Wellness, Social Services, and Child Development Center; Registrar; Director of Financial Aid; Financial Aid Specialists; Senior Financial Aid Specialist; Outreach Assistant; Senior Administrative Assistants; Senior Counseling Office Assistant; Lead Charge Nurse; and Senior Matriculation Specialist

Instruction (5 employees) Vice President of Instruction; Executive Dean for Extended Learning; Dean for Math, Science and Engineering; Dean for Kinesiology & Athletics; and Grant Project Manager

Administrative Services (29 employees)

Technology Services (4 employees) - Director of Technology Serv/Broadcast Systems; Assistant Director of Technology Services; Network Systems Technicians II; and Network Systems Technicians III

Facilities Maintenance and Operations (12 employees) - Senior Director of College Facilities; Assistant Director of Facilities; Assistant Director of Facilities – Capital Outlay Projects; Night Facilities Operations Supervisor; Facilities Maintenance/Energy Project Manager; Custodians; Building Maintenance Worker; and Groundskeepers

Campus Police (9 employees) - Chief of Police; Police Operations Lieutenant; Police Officers; Senior Dispatcher/Records; and Police Technical Services Specialist

Business Office (4 employees) - Vice President for College Administrative Services; Director of Fiscal Contract Services; Student Payment/Veterans Offices Manager; and Senior Fiscal/Veterans Specialist