



## **Human Resources**

### **Superintendent/President**

#### **Vision/Narrative**

Under the direction of the Human Resources Director (Chief Human Resources Officer), the Human Resources Department (HR) is responsible for planing, organizing, coordinating, and directing the district's full-service human resources program. Specifically, the department is responsible for: employee recruitment and retention; leave management; classification and compensation; benefits administration; employee and labor relations; performance management; investigation of harassment/discrimination claims, equal employment opportunity and Title IX compliance; and employee training and development.

#### **Feedback from Supervisor / Dean**



**Program Objective 1: Increase stakeholder satisfaction with the College's recruitment, hiring, and selection processes by upgrading staffing within the department; increase districtwide compliance with the completion of performance evaluations to maintain a quality workforce; and improve service delivery with HR systems and processes related to classification, compensation benefits, and workers compensation.**

**Strategy and Goal(s):**

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

**IEC Program Review:**

Yes, this Objective is based from the last IEC Program Review.

**Progress:**

Yes: Classification Study is in progress. Implementation of Reappointment Rights and maintained the tracking of sick leave for part-time faculty. Latest college survey shows some progress in this area.

**Activity 1: Add one (FTE 1.0) HR Technician position to fulfill additional new responsibilities associated with the Coyote Valley Center. This position will process South Bay Academy adjunct faculty appointments and coordination with key South Bay Academy staff members for compliance. The HR Technician will be the lead on adjunct faculty processing, including but not limited to minimum qualifications review, performance evaluation, and salary placement.**

**Personnel Request**

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Classified	1	100%	\$ 101254.00	General Fund / On-Going

**Non-Personnel Request - *none***

**Activity 2: Reorganize HR staff duties and change one HR Technician position to an HR Analyst position which will serve as the HR Lead, in order to expand service to support the personnel needs of the district and meet compliance requirements (i.e. Title IX). The position will serve as the benefits analyst and have key responsibilities in the review of health plan options.**

**Personnel Request - *none***

**Non-Personnel Request - *none***



**Rankings:**

Ranker	Comments	Rank
Dean		
Vice-President	Will be considered in the reorganization project.	9
Budget Committee		
President's Council		



**Program Objective 2: Implement Banner Systems HR and Payroll modules to improve service delivery to employees of the district.**

**Strategy and Goal(s):**

Not Applicable: RESUBMITTED: Copied from Academic Year 2014-15

**IEC Program Review:**

Yes, this Objective is based from the last IEC Program Review.

**Progress:**

Yes: Hired consultant to evaluate and guide implementation. Met with County Office staff to discuss transition of services in this area.

**Rankings:**

Ranker	Comments	Rank
Dean		
Vice-President	A district priority.	12
Budget Committee		
President's Council		