Human Resources

Mission:
Human Resources provides college-wide service and support to all employee groups within the District as well as outside applicants and students to further the educational mission of the College. Human Resources works proactively with staff in areas of legal compliance in such areas as: ADA Compliance, Collective Bargaining, Affordable Care Act (ACA) Compliance, Contract Administration, District Policies & Regulations, Employee Discipline, Performance Evaluation, Employee Relations, Equal Employment Opportunity, Personnel Commission, and Recruitment, Selection and retention. Human Resources furthers the goal of maximizing employee Health & Welfare Benefits in a cost efficient manner, and provides professional development that furthers institutional goals.

Progress towards Goals and Accomplishments:
In the past 12 months Human Resources has provided training to District employees in the following areas: Affordable Care Act (ACA), Hiring Guidelines, STRS Regulations, Collective Bargaining, Technology Support, Educational Accommodations for Disabled Students, Personnel Commission, Employee Evaluations, Employee Discipline, and ADA/FEHA training. In addition Human Resources staff have improved operational efficiency by uploading employee on-boarding forms to the HR website allowing new employee’s to fill out intake paperwork prior to meeting with a Human Resources Specialist-75% complete. Also in 2013 a new photo I.D./Fingerprint machine-was purchased, delivered and operational - 100%. Finally, the District through its Human Resources department also provided personnel with programs and activities that support enhancement of workplace knowledge, skills, and leadership capabilities with the goal of supporting student success. Such programing included:

• New part-time faculty orientation: Initiated Fall 2013, per newly negotiated language in the Certificated Hourly Instructor (CHI) Agreement. The fall 2013 orientation provided an overview of Student Learning Outcomes, Education Accommodations for Students with Disabilities, Management of Student Discipline Issues, and payroll matters. The intent of the orientation is to provide hourly instructors with professional development that will support student success.

• New Classified Employee Orientations are conducted bi-annually by Human Resources in order to provide an overview of the college’s policies and procedures and structure. This includes board of trustees, workplace violence, discrimination, sexual harassment, computer use, drug free environment, workplace safety, workers’ compensation, retirement, payroll, benefits, personnel commission, hiring process, holidays, vacation, sick leave, customer service, professional development options, professional expectations, safety and risk services.

• New Faculty Orientation: Restructured in fall 2011 now supports weekly professional development opportunities throughout the new faculty member’s first year. This restructure provides for a comprehensive first year orientation covering academic and professional matters as well as “college knowledge”.

• Department Head Academy and mandated Department Head training: Incorporated into the CCA Agreement in August, 2013, Article XIII

• Human Resources Leadership Foundation Series

“How to Conduct Full-time Faculty Evaluations”
Audience: Deans, Department Heads, and Faculty
Presenters: Peter Brown, Attorney, LCW

“Basics of How to Conduct an Investigation”
Audience: Management Team, Deans, and Department Heads
Presenter: Randy Erickson, Attorney, Zampi, Determan, and Erickson

“Management Team Evaluation Training”
Audience: Management Team and Deans
Presenters: Julie Kossick and Rose DelGaudio

“Unlawful Discrimination and Sexual Harassment Prevention”
Audience: Management Team, Deans, and Department Heads
Presenters: Julie Kossick and Cindy Vyskocil

“Navigating the Workers Compensation Process: Overview and Supervisory Responsibilities”
Audience: Management Team and Deans
Presenter: Cindy Smith, Risk Services

“Classified Evaluation Training”
Audience: Management Team, Deans, Department Heads, Faculty Coordinators, and Instructional Specialists
Presenter: Julie Kossick, Director, Human Resources
Internal/External Conditions:

- Program Discontinuance/Reductions in Force, reorganizations and grant funding loss
- HR Staff reductions
- California regional unemployment rate has significantly increased number of applicants – thus increasing workload
- Changing regulatory compliance require HR to create or modify business processes and procedures to ensure compliance with the following: California Education Code, Dept. of Education Office of Civil Rights, Affordable Care Act (ACA), Department of Industrial Relations (DIR), California Labor Code, Department of Labor, DFEH, EEOC, FEHA, ADA, California Penal Code, LA County of Education, Cal/OSHA, State Teachers Retirement System (STRS), Public Employee Relations Board, DMV, etc.

Summary of Access, Efficiency & Effectiveness:

- Processed a total of 2703 applications for all classifications for fall 2013
- Part-time faculty applicant pools were 56% diverse
- Full-time faculty applicant pools were 53% diverse
- Classified applicant pools were 53% diverse
- Management applicant pools were 58% diverse
- Achieved an overall 54% diverse applicant pool for all employee groups
- Sponsored over 15 Human Resources workshops/trainings related to legal compliance, recruitment, and contract administration

Names and Titles of workgroup members:

- Kenna Hillman - Faculty Representative
- Rose DelGaudio – Vice President, Human Resources
- Cindy Vyskocil – Associate Vice President, Human Resources
- Julie Kossick – Director, Human Resources
- Diane Bangs – Human Resources Manager – Academic
- Pam Axup – Human Resources Manager - Classified

Shared Goals:

Goal

Support professional development in alignment with institutional priorities through collegial consultation.

Measurable Objectives:

1. Design and institute a campus-wide Professional Development Program focused on faculty, classified staff, and management.
2. Professional development activities are designed and scheduled in alignment with institutional priorities.

Strategies:

1. Work with constituent leadership to identify participants on Professional Development Task Force.
2. The newly established Professional Development Task Force will meet bi-monthly during spring and fall and over the summer as necessary.
3. The Task Force will be responsible for creating a college wide professional development plan to focus on faculty, classified staff, and management by October 2014.

Supported School or Department Goals:

1. Provide comprehensive professional development for faculty, classified staff, and management focused in support of institutional goals.
2. Support professional growth which leads to student success.
3. Legal compliance

Goal Priority:

1

1. Type of Resource Requested:

TBD - Based on recommended Plan. Could entail increased staffing.

1. Estimated Cost:

300000

1. Suggested Funding Source:

General Fund

1. Comments:
2. Type of Resource Requested: Other

2. Resources Requested: TBD - Based on recommended Plan. Could entail increased operational budget.

2. Estimated Cost: 200000

2. Suggested Funding Source: General Fund

2. Comments:

Relationship to Higher Level Goals

Educational Master Plan 2011 - 2016

Goal Type: Goal: Student Success
Goal Type: Goal: Equity
Goal Type: Goal: Community
Goal Type: Goal: Resources

Improve organizational function which leads to increased student success.

Measurable Objectives:

1) Compliance with State and federal laws that results in no findings of violations;
2) Compliance (100%) with Affordable Care Act (ACA) requirements which results in no financial penalties assessed to the District;

Strategies:

1. Recruit and hire two (2) FTE to support EEO training, investigations and compliance; implement and track comprehensive training program in support of EEO, ACA, and state and federal employment laws;
2. Provide daily ACA oversight/monitoring in alignment with District established rules to prevent ACA penalties;
3. Provide timely support and guidance to instructional deans and department heads regarding PT faculty hiring and use of substitutes in alignment with ACA guidelines;
4. Provide daily tracking of internal ACA audit report;
5. Participate on ACA and other legal compliance trainings;
6. Conduct trainings for District employees on ACA, California Education Code, and other legal compliance topics to reduce/eliminate risk of violations;
7. Implement business processes to effectively manage ACA risk;
8. Re-structure Human Resources Systems Technician position to a level consistent with a Business Systems Analyst II position in order to support the human resources management system (HRMS), NEOGOV applicant tracking system, and PeopleSoft as required by operational need.

Supported School or Department Goals:

1. Support student success with effective hiring processes that result in highly qualified candidate pools for positions which serve to support student success.
2. Maintain legal compliance with State and Federal laws
3. Limit/avoid risk to district

Goal Priority:

2

1. Type of Resource Requested: Personnel - Classified/ Manager

1. Resources Requested: 1.Human Resources Analyst
2. Senior Administrative Assistant/Mandated Costs
3. Restructure current Human Resources Systems Technician position

1. Estimated Cost: 175000

1. Suggested Funding Source: General Fund

1. Comments:
### Promote and support organizational efficiency through the integration of technology.

**Measurable Objectives:**
Reduce the number of Human Resources employee hours devoted to time intensive processing tasks by implementing more efficient software systems with self-service capabilities that efficiently and effectively support, track, and monitor these processes.

**Strategies:**
1. Demo, purchase and implement performance appraisal software.
2. Demo, purchase and implement an on-boarding system that interacts with the performance appraisal system.
3. Purchase and implement a benefits management system with an employee self-service component.
4. Work with Fiscal Services to purchase and implement an effective position management system.

**Supported School or Department Goals:**
Greater organizational efficiencies.

**Goal Priority:**
3

**1. Type of Resource Requested:**
Software

**1. Estimated Cost:**
125000

**1. Suggested Funding Source:**
General Fund