Human Resources Department
Mid-Year Progress Report for Academic Year 2014-2015
February 2015

Mid-Year Progress

Mid-Year Progress Report

Review recruitment and selection process in identifying ways to improve the process and ensure a diverse workforce representative of the students served.

Over the past year, HR has identified and removed roadblocks to eliminate delays in the process. One such delay was the approval structure. By authorizing the Vice Chancellor of HR to serve as designee and approve replacement, interim and temporary requisition requests, the length of time for initial recruitment has been reduced.

District HR has also developed a report to track all open recruitments. By updating and reviewing this report regularly, delays can be identified and issues resolved in order for the process to continue in a timely manner.

In April 2014, the Equal Employment Opportunity (EEO) and Staff Diversity (SD) Plan was approved by the Board of Trustees. HR developed this document from the new legal requirements outlined in Title 5 and from the Model EEO Plan given by the System Chancellor's Office. This plan lists strategies to promote a diverse workforce and provide specific plans and procedures for ensuring equal employment opportunity.

During the next academic year, several of these strategies will be implemented to promote diversity. The first will be a climate survey on workforce diversity to be distributed during the 14-15 academic year to identify areas of improvement. The recommendations will be reviewed and improvements will be implemented based on the the survey data provided. In addition, a district wide EEO committee with college representation will be established. This committee will continue to contribute recommendations to better address significant under represented groups.

Improve HR payroll processing to reduce payroll errors, ensure accurate and timely pay, and reduce work load

Efforts to align HR procedures district wide ensures overall consistency. Web Time Entry (WTE) and Faculty Load and Compensation (FLAC) are two (2) functions designed to eliminate manual payroll processing and reduce errors. FLAC has been used over the past several semesters and WTE was implemented for all student workers in Fall 2014. During the 2015-2016 fiscal year, HR with continue implementation of Web Time Entry (WTE) for temporary hourly employees and professional experts. In addition, HR will continue with system improvements to FLAC during Spring 2015.

Provide Management, Faculty, and Staff annual training related to HR for professional development

HR will continue to plan, coordinate, and provide HR related training topics throughout the year including flex days and classified appreciation week.

The 14-15 academic year is the 2nd year a Management and Employee Training Program was presented to all campuses. This year, 22 workshops are listed in the manual, several to be conducted within this fiscal year.

Mandatory sexual harassment prevention training for supervisors and employees in lead positions was provided by General Counsel.

Liebert Cassidy Whitmore trainings/webinars for management district-wide are offered monthly.

Introduction and training for Web Time Entry was given to all staff responsible for approving electronic time sheets and all students.

In the near future, an introduction will be given to staff on the new online HR Procedure Website.

Analyze Campus HR positions to determine appropriate staffing

There has been a lack of support staff in HR for several years. This directly impacts the services provided to College faculty, staff and the public. Currently there is only one (1) full time HR Assistant that supports all clerical and technical HR functions campus wide. Decentralization of many HR duties has increased the workload at the College HR office.

A 1.0 FTE Department Assistant or Human Resources Assistant will need to be added to the College Human Resources Department. Core responsibilities of the additional position would be scanning original documents, processing fingerprints, payroll processing, information contact and data entry of status changes in District HRIS (Human Resource Information System).