2012-2018 EDUCATIONAL AND FACILITIES MASTER PLAN
CHAPTER 3 – PROGRAMS AND SERVICES

HUMAN RESOURCES

Diane Fiero, Assistant Superintendent/Vice President

Human Resources embraces a model that exhibits innovation, compassion, excellence, fairness. The Human Resources Department is an innovative strategic partner that works collaboratively to promote the mission of the District and provide support for the learning environment. Human Resources creates equitable employment practices to attract and retain the best qualified and dynamic employees. We encourage and embrace a diverse and inclusive campus community that enriches and supports the lives of fellow employees and students.

INITIATIVES

- Work with Budget Development Office to create a position control database suitable for tracking the history of positions/people in positions and capable of producing timely reports.

- Streamline information management processes, reducing individual spreadsheets to provide accurate, timely, and automated human resource related reports.

- Perform internal safety policy audit to determine which additional safety related policies should be revised.

- Work with Business Services, Facilities, Campus Safety and other campus groups to implement newly revised safety policies.

- Identify and implement new safety training and verify which should be required for each employee group.

- Expand employee safety training program to include online training options using Keenan Safe Colleges program.

- Secure State Chancellor’s Office approval of revised and board approved EEO Plan.

- Implement EEO Plan action items.

- Update all District policies to reflect EEO Plan changes.

- Increase the diversity of College faculty and staff to more closely reflect the diversity of the student population.

- Revamp hiring committee and Selection Committee Representative (SCR) training to include specific information about equal employment opportunity, the district EEO Plan, diversity, cultural awareness/sensitivity, and avoiding unconscious bias.

- Create an email group for SCRs to maintain currency through frequent updates on legal issues; provide timely training and annual training for SCRs with certificate of completion using Keenan Safe Colleges or Lawroom.

- Communicate new EEO Plan provisions, and other District policy changes to appropriate groups through various mediums.

- Provide cultural awareness/sensitivity training to all employees.

- Create a cross-functional committee that promotes an atmosphere of inclusion and plan events that celebrate and appreciate the diversity of employees and students.

- Identify human resources processes that can go paperless and continue to implement paperless processes and record keeping.

- Implement and automate benefits process, including online enrollment.

- Initiate a document imaging project for archived personnel files.

- Update various employee handbooks into a streamlined online handbook.

- Update Human Resources Intranet Site making important information and forms readily available to COC faculty, staff and administration.

- Develop and maintain Standard Operating Procedures (SOPs) for all human resources functions.

- Review and develop human resources recommendation for the equivalency policy to
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ensure it achieves the goal of maintaining academic excellence while hiring sufficient numbers of qualified faculty in key departments and does not have a disparate impact on historically underrepresented groups.

- Update column advancement policy for full-time faculty.

- Work with appropriate campus constituency groups on development of a drug testing policy.

- Update Human Resources related Board policies in the 800 series.

- Develop process for creation of an Adult Hourly candidate pool and database of skills and interests for use in filling short-term temporary positions.

- Develop formal process for ensuring Adult Hourly salary ranges are appropriately assigned based on duties being performed.

- Review adjunct and adult hourly recruitment and hiring processes to ensure highly qualified and diverse applicant pools.

- Implement revised reference checking process to obtain and verify detailed employment history before we hire prospective employees.

- Make HR more available and accessible; hold open office hours.

- Create a “How To” video for HR website providing applicants with tips on successfully progressing through the hiring process.

- Create an electronic onboarding process for all new hires including new hire paperwork and appropriate district-level training.

- Survey incomplete applicants to identify barriers to completion.

- Work with Public Information Office to create marketing pieces to be used to brand the District as a great place to work.

- Perform salary, job description and benefits surveys with similar districts on biannual and annual basis to ensure our salary and benefit structures are fair and competitive.

- Analyze current classification structure for classified represented and confidential positions and make recommendations as appropriate.

NEEDS

Personnel

- One staff member to refill Human Resource Analyst position.

- One staff member to serve as EEO Officer.

Technology/Equipment

- Software for position control system.