

Human Resources Administrative Unit Review - 2017



Benefits - AUR

Objective: 5) Benefits System

Complete benefits system transitions.

Objective Status: In Progress

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Complete Secova new system/platform transition. (Active)

Assessment Methodology: Conclude system planning, programming, testing and implementation in time for Open Enrollment Fall 2017.

Additional Resources Needed: None

2016 - 2017 - Complete Sedgewick new system upgrades (Active)

Assessment Methodology: Conclude system planning, programming, testing and implementation by March 30, 2017.

Additional Resources Needed: None

2016 - 2017 - Develop a Prospective Retiree Guide/Checklist (Active)

Assessment Methodology: Conclude development of a Guide including documents needed, organizations to contact, timelines, follow up steps, etc. to be completed by June 30, 2017.

Additional Resources Needed: None

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Equity and Employment - AUR

Objective: 2) Implementation of EO plan

Complete implementation of 2016/17 EO Plan multiple methods.

Objective Status: In Progress

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Review hiring practices for equity inclusion and effectiveness supporting increased diversity of applicant pools. Complete revisions to Hiring Procedures for Administrator, Faculty, and Classified positions. (Active)

Assessment Methodology: Hiring procedures revisions completed by June 30, 2017.

Additional Resources Needed: None

2016 - 2017 - Revise applications to include a prompt "Explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion." (Active)

Assessment Methodology: Complete changes to application by December 31, 2016

Additional Resources Needed: None

2016 - 2017 - Revise application procedures to remove the requirement that all transcripts be provided prior to interviews to facilitate greater inclusion (Active)

Assessment Methodology: Complete changes to application process by December 31, 2016.

Additional Resources Needed: None

2016 - 2017 - Provide Enhanced EO Training.

- Update EO Rep training;
- Train administrators on role and responsibilities of EO Reps;
- Require Enhanced EO Training for all Committee members prior to service.
- To include understand Unconscious Bias, Disparate Racial Impact, Job-Related Necessity, the difference between equality and equity and more. (Active)

Assessment Methodology: Ongoing; complete training for all hiring committees prior to hiring committee beginning review of applications.

Ongoing; complete EO Rep training updates by December 31, 2016.

Ongoing; Complete administrator training prior to hiring committees beginning work to review applications.

Additional Resources Needed: None

2016 - 2017 - Write/Prepare enhanced script as a refresher/reminder to Recruitment Committees. (Active)

Assessment Methodology: Complete draft of enhanced script by March 30, 2017.

Additional Resources Needed: None

2016 - 2017 - Centralize procedures for assigning EO Reps to committees (Active)

Assessment Methodology: Complete shift in EO Rep assignment to district by December 31, 2016

Additional Resources Needed: None

2016 - 2017 - Develop a process for review of Job Postings/Job Summaries to allow for/require equity language infusion

Equity and Employment - AUR

throughout the Postings or Summaries (Active)

Assessment Methodology: Implement procedural change by start of faculty recruitment for new hires Fall 2017.

Additional Resources Needed: None

2016 - 2017 - Request that hiring managers provide additional recruitment locations/options to district human resources (Active)

Assessment Methodology: Complete additional step to hiring procedures by December 31, 2016.

Additional Resources Needed: None

2016 - 2017 - Develop Equity Certification program (Active)

Assessment Methodology: Complete initial review and proposed program outline by June 30, 2017.

Additional Resources Needed: None

2016 - 2017 - Include Equity-focused keynote speakers for Opening Day and Convocation activities. (Active)

Assessment Methodology: Include Equity speaker for Opening Days Fall 2016; include Equity speaker for Convocation Spring 2017.

Additional Resources Needed: None

2016 - 2017 - Include item relating to the demonstration of sensitivity to diversity including racial and ethnic backgrounds, sexual orientations, physical and mental disabilities, and all other protected statuses in all employee evaluation instruments. (Active)

Assessment Methodology: Incorporate into all evaluation instruments by June 30, 2017.

Additional Resources Needed: None

2016 - 2017 - Implement enhanced EO Training as a requirement for all Search Committee members. (Active)

Assessment Methodology: Implement enhanced training by start of Winter quarter hiring; all participants on hiring committees must complete training prior to service on committee.

Additional Resources Needed: None

2016 - 2017 - Complete data analysis of demographics of applicant pools. (Active)

Assessment Methodology: Complete data analysis on historical demographics of applicant pools. Prepare analysis for Fall 2017 hiring demographics. Due June 30, 2017.

Additional Resources Needed: None.

Related Goals

District and College Goals

DG 2.1 - Improve diversity of qualified applicant pools leading to increased diversity of employees supporting the rich diversity of our student body.

District Strategies

DS 2.3 - Develop and implement strategies such as targeting recruitment sources and job fairs to reduce disparity between student and employee non-white demographics.

DS 2.4 - Implement Equal Opportunity (EO) Plan initiatives regarding hiring committees.

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Human Resources - AUR

Objective: 1) HR services survey

Develop and conduct District Office of Human Resources services survey. Analyze survey results and revise practices based on results.

Objective Status: In Progress

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Develop HR Services Survey instrument and conduct survey to district wide constituents (full time administrators, faculty, and classified professionals). (Active)

Assessment Methodology: Survey conducted and data collected by April 30, 2017

Additional Resources Needed: None

2016 - 2017 - Conduct analysis of survey results and identify areas for improvement; draft plans to address. (Active)

Assessment Methodology: Analysis concluded and draft goals and objectives/work plan drafted by June 30, 2017.

Additional Resources Needed: None

Objective: 3) ACE classification study

Complete initial phases of Classification Study for ACE positions.

Objective Status: In Progress

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Complete initial phases of Classification Study for ACE unit. (Active)

Assessment Methodology: Initiate and complete RFP and selection of contractor. Complete training for and initial data collection from employees. By June 30, 2017.

Additional Resources Needed: None

Objective: 4) Planned Agreements/Handbooks

Complete negotiations and meet and confer discussions for planned Agreements/Handbooks for this period.

Objective Status: In Progress

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Complete FA Agreement negotiations. (Active)

Assessment Methodology: Complete negotiations and final format Agreement ready for print and/or electronic distribution by June 30, 2017.

Additional Resources Needed: None

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2016 - 2017 - Complete AMA Handbook revisions and meet and confer. (Active)

Assessment Methodology: Conclude revisions and edits to the AMA Handbook; conclude discussions with AMA by June 30, 2017

Additional Resources Needed: None

2016 - 2017 - Complete initial steps to update the Confidentials Handbook and meet and confer on proposed changes. (Active)

Assessment Methodology: Conclude initial discussions, identify plan of action and conclude identified steps by June 30, 2017.

Additional Resources Needed: None