

OVERVIEW OF HUMAN RESOURCES - (OCTOBER 2013)

TALENT MANAGEMENT is everything that is done to recruit, retain, develop, reward and support the job performance of an employee.

- EMPLOYMENT – recruitment and selection of new hires; temporary employees as needed; student employees; maintains records of all volunteers working on campus;
- ONBOARDING (New; in development) – orientation, socialization, mentorship of new employees
- PERFORMANCE MANAGEMENT – Performance evaluation program; coaching managers on employee performance issues; competency modeling for managers and staff (future)
- TRAINING & DEVELOPMENT - Oversees and administers all College wide compliance and skills training ; processes tuition reimbursement requests; provides in-house training on relevant topics

TOTAL COMPENSATION of employees is the remuneration in cash or in kind which an employee becomes entitled to receive from an employer in payment of work done.

- BENEFITS - Counsel employees on health & welfare benefits package; liaison between employee and carriers to resolve problems; serve as dependent eligibility liaison to Secova/UCOP
- WAGES – Recommends appropriate wage offer for recruitment candidates; reviews requests for equity adjustments against internal and external markets; maintains updated employee pay plans; updates and maintains time off accrual records
- RETIREMENT PLAN – Provides counseling to employees regarding their retirement eligibility and benefits; files retirement paperwork for employees
- CLASSIFICATION/RECLASSIFICATION – Classifies new positions based on market data ; reviews and approves or denies packets for reclassification of positions
- WORKERS'S COMPENSATION – Files claims with third party administrator; liaison between injured employee and the College; works with department heads to manage work modifications as necessary and possible; works closely with third party administrator to efficiently manage claims to bring the injured employee to pre-injury status
- LEAVE ADMINISTRATION – FMLA; disability; military; personal; furloughs

LABOR RELATIONS

- **CONTRACT ADMINISTRATION** - Manage grievance process; contract interpretation and adherence to process

•CONTRACT NEGOTIATIONS

EMPLOYEE RELATIONS

- COMPLIANCE – EEO oversight; Section 504 students grievances; Title IX and all other harassment investigations
- COMPLAINTS – Accept and follow up on complaints filed by employees providing a timely response
- POLICY DEVELOPMENT – Develop policy and procedure for review by Cabinet to support effective employee relations and the needs of the College
- EMPLOYEE COMMUNICATIONS & OUTREACH - HR webpages, the 411 page and the HR Blog; organize periodic staff lunches with the Chancellor & Dean; annual Staff Recognition Breakfast; participate in the BUREAU of Fun & Goodwill; annual Health & Benefits Fair; 360 Feedback & EE Satisfaction Survey (near future)
- WORK/LIFE BENEFITS - Responsible for the pre-tax transportation program and the employee assistance program; employee perks and discounts

HEALTH & SAFETY

- Manage ergonomic program; emergency preparedness; business continuity planning; OSHA Logs; IIPP

HR OPERATIONS

- DATA MANAGEMENT - Surveys (IPEDS, CUPA, ABA, etc); union information requests; vacation liability, reverse liability, CMS match, ad hoc reporting; employee changes such as address and taxes
- HR STANDARD OPERATING PROCEDURES – Maintain a set of policies and procedures for the operation of HR and as guidelines for employees to acquire the information and support they need in relation to their employment (near future)
- POSITION CONTROL – Maintaining historical record of each position; college wide salary cost projections
- PAYROLL - Calculates and submits overtime and leave w/out pay; processes information for all terminations; oversees and process all wages changes
- EMPLOYMENT FILES – Creates and maintains the official employment record for all employees; paperless HR (long term goal)
- HRIS PROJECT (UC Path)
- BUDGET/EXPENSE MANAGEMENT