

Effective February 2020

HUMAN RESOURCES *REFRESH*

Presented By:
Human Resources Department

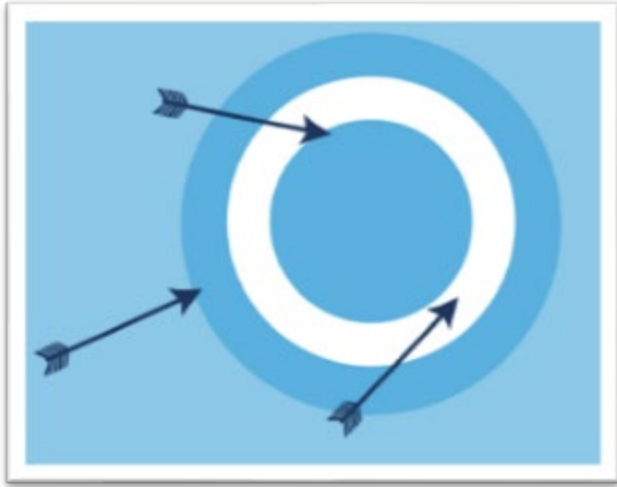
Agenda

1. Reason(s) for Transition
2. Overview: HR Generalist and Specialist Models
3. HR Disciplines: Organizational Charts
4. Logistics: Contact Information and Ongoing Communication Updates

Reason(s) for Transition

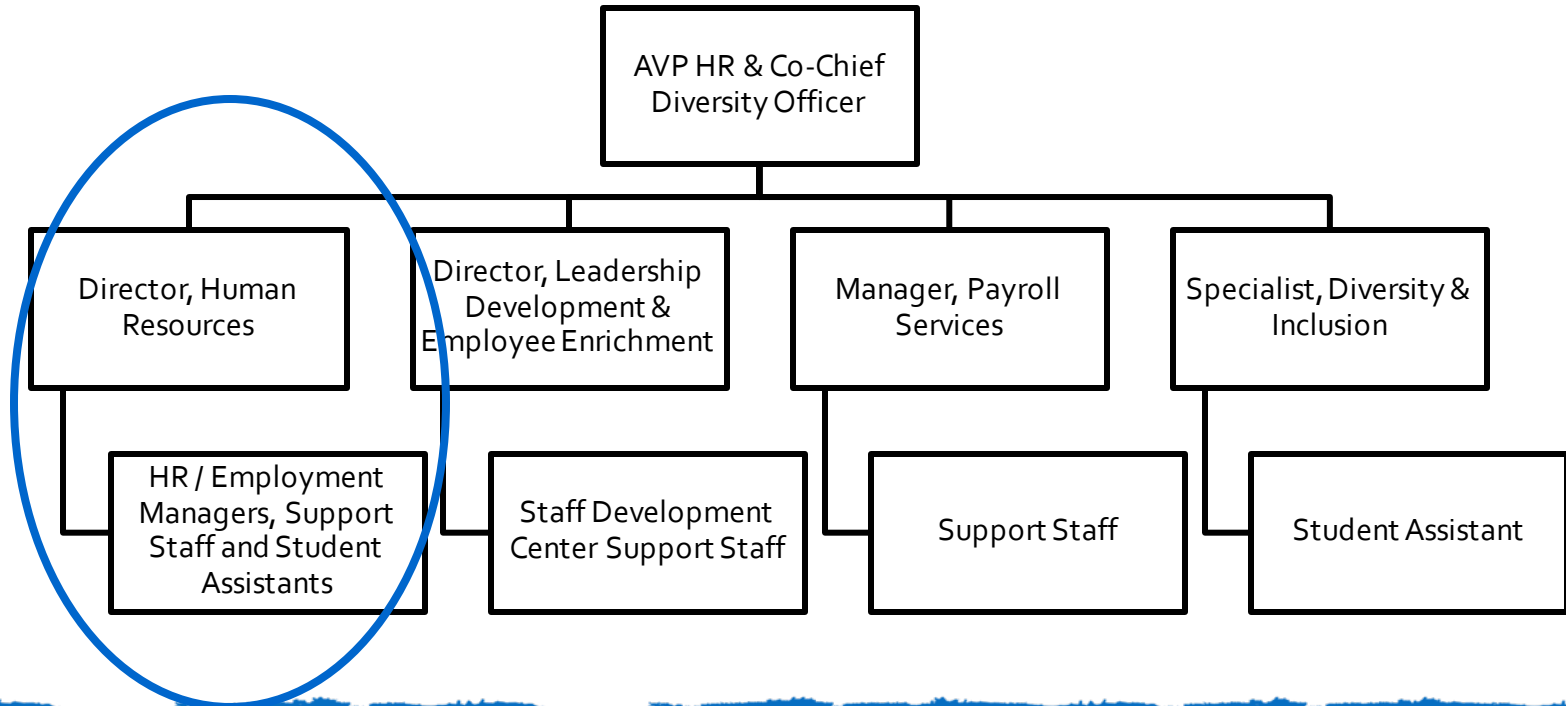
- Changing Business Landscape
- Campus Community requires **more**:
 - Consistency, Expertise, Responsiveness
- Human Resources needs:
 - Resource Alignment and Focused Roles/Responsibilities

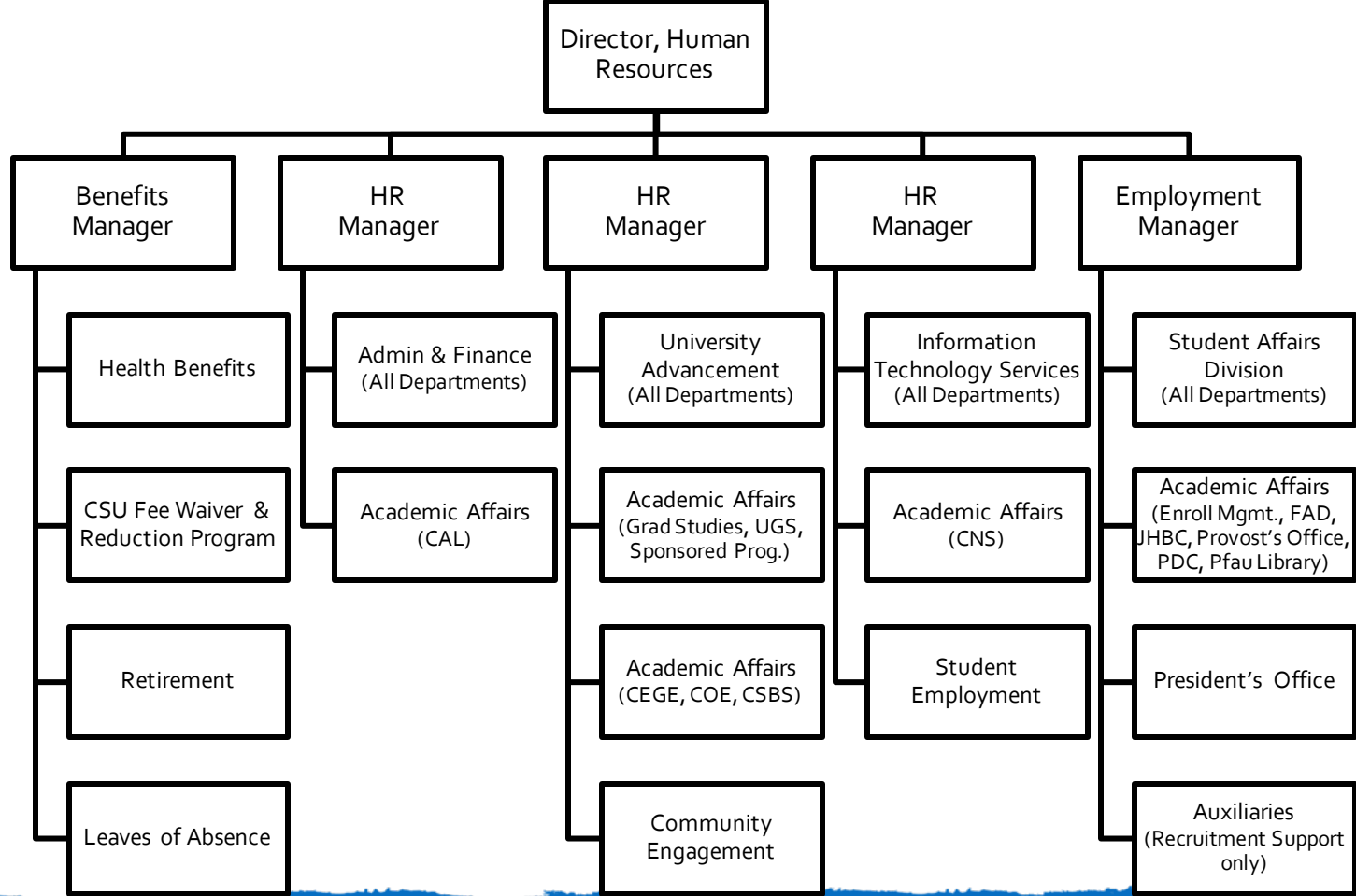
HR Generalist Model



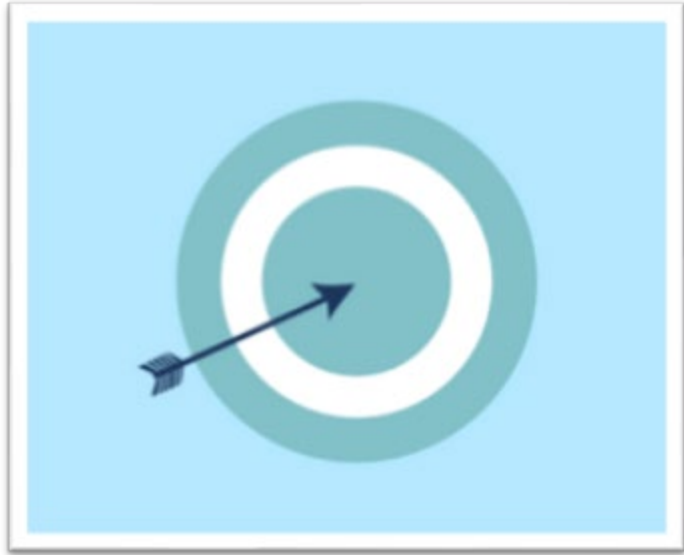
- Possess broad knowledge in more than one HR discipline
- Has enough experience in each HR discipline to guide and advise employees and managers
- Perceived as “one stop” for *all* HR needs

HR Department (Hybrid)



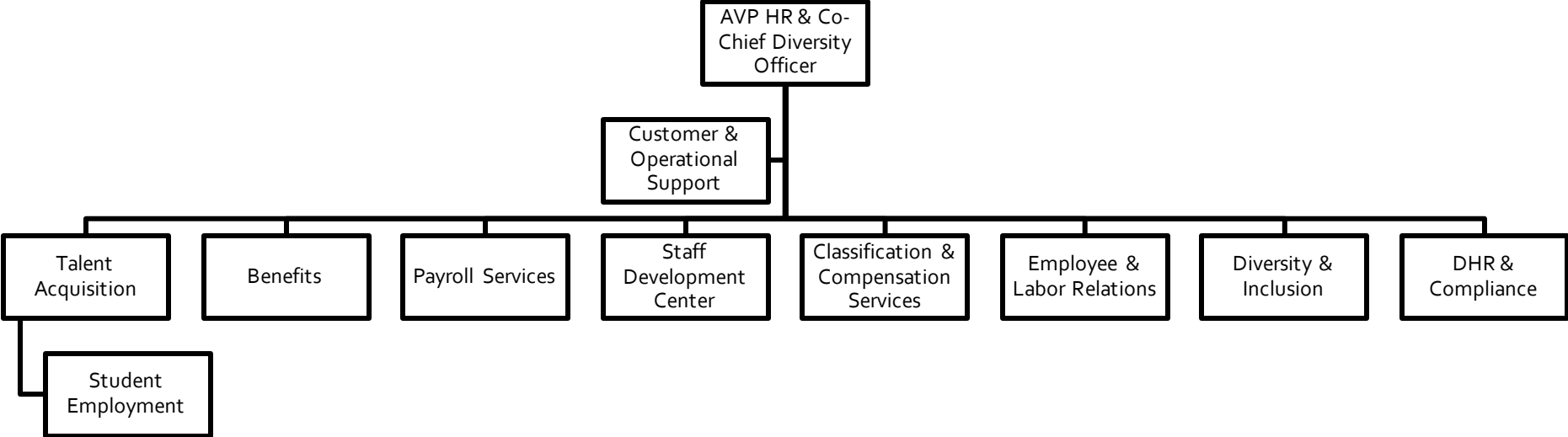


HR Specialist Model



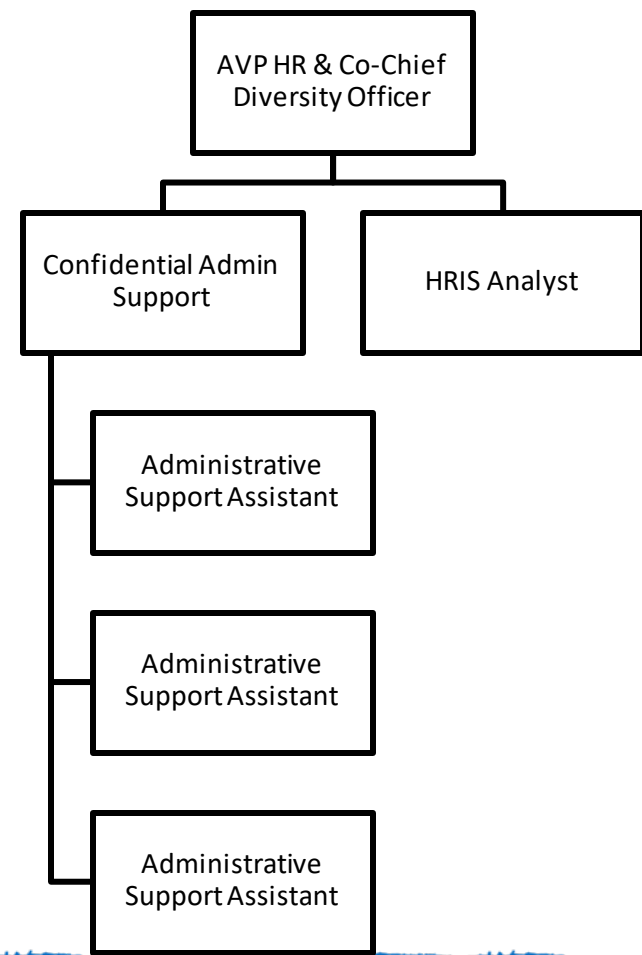
- Possess expertise in one specific HR discipline, rather than some expertise in multiple HR disciplines
- Specialists tend to have more comprehensive expertise, allowing for increased consistency and enhanced responsiveness

HR Department (Specialist Model)



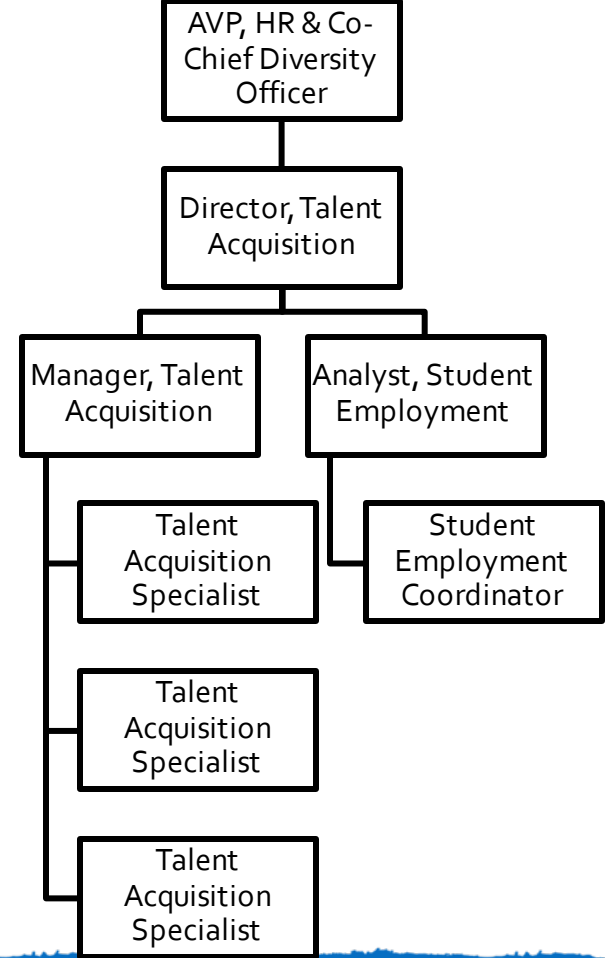
Customer & Operational Support:

- HR Programs / Special Events Support
- General Customer Service, Administrative/Clerical Support
- Personnel File Management
- Public Information Request Assistance
- Background Check Coordination



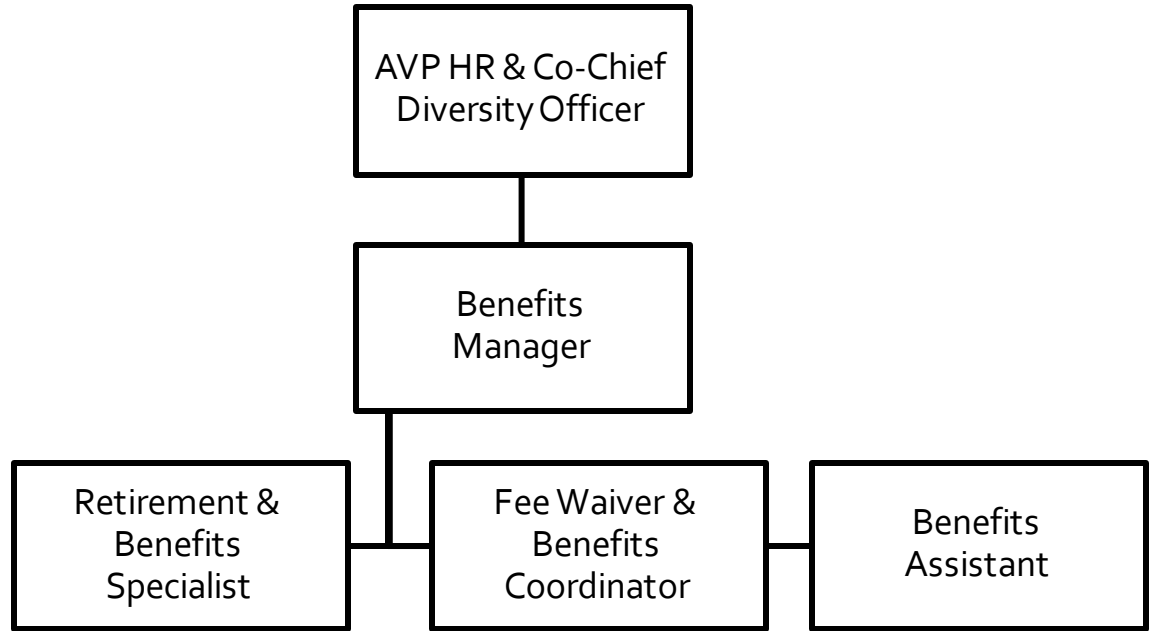
Talent Acquisition and Student Employment

- Recruitment and Selection process
- Background Check Compliance and Processing
- Onboarding / New Employee Orientation
- Job Fairs



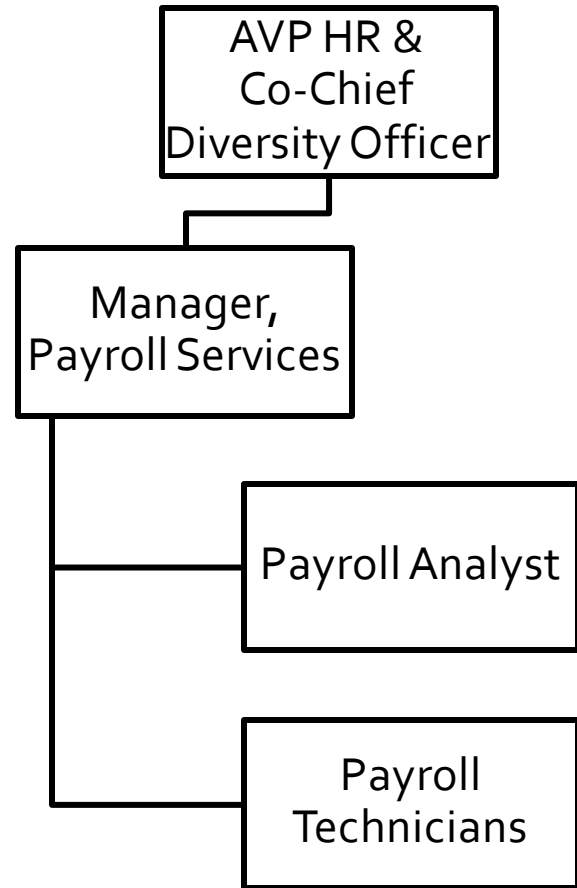
Benefits:

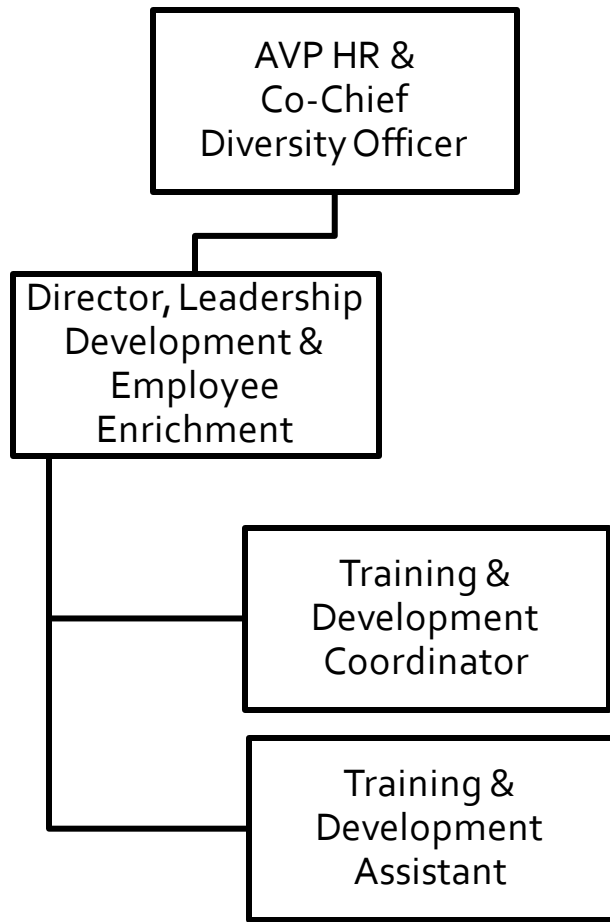
- Health Benefits
- Leave(s) of Absence
- Fee Waiver & Reduction Program
- Retirement



Payroll Services:

- Payroll and personnel transactions for Faculty, Staff, Student Assistants
- Direct Deposit
- Employment Verifications
- Absence Management



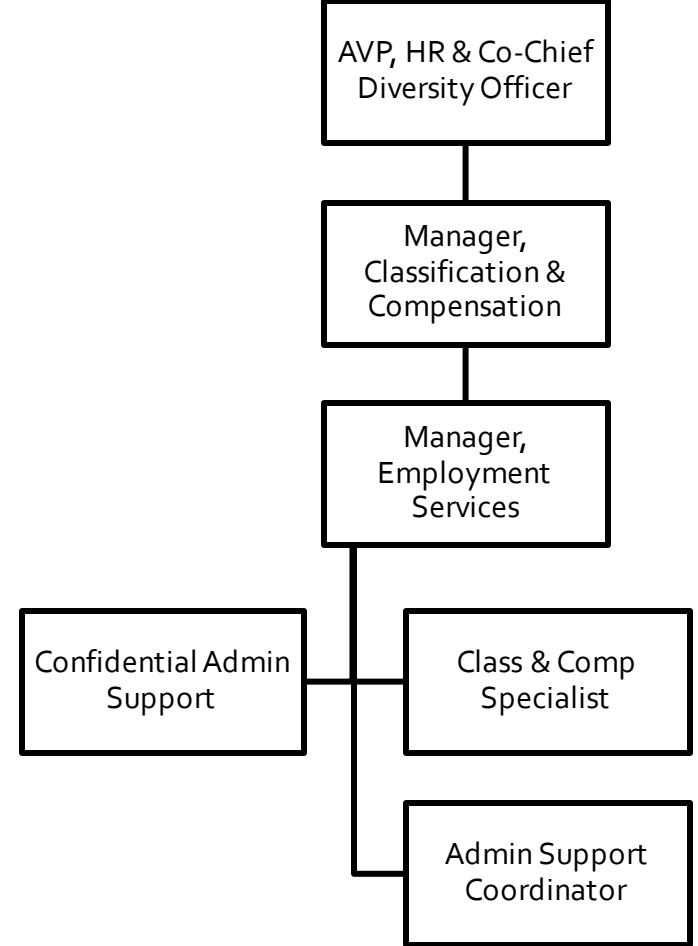


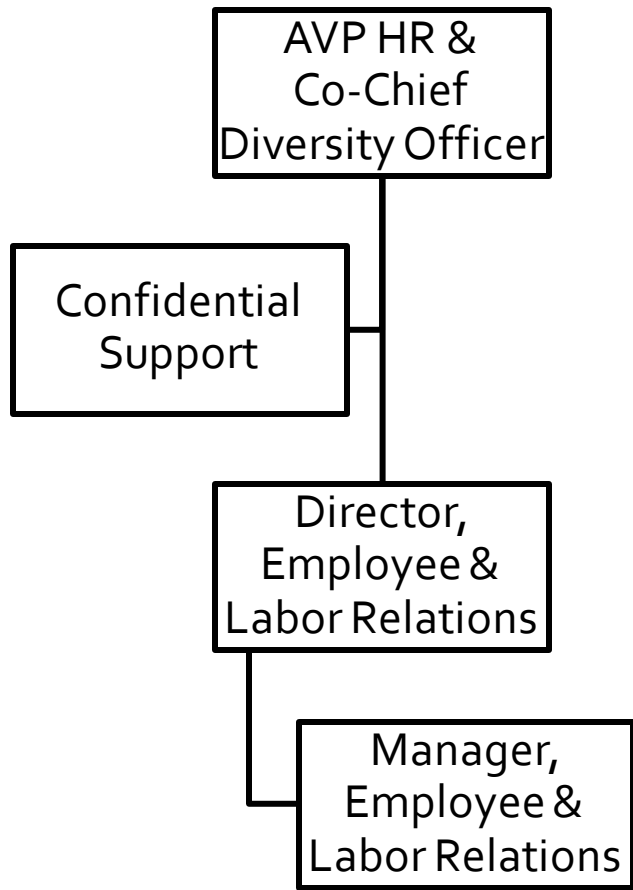
Staff Development Center:

- Career Discussion/Pathways
- Learning Management Systems
- Individual Learning Plans
- Training & Development Programs and Workshops

Classification and Compensation Services

- Classification for Recruitment / Reclassification Compensation
- Compensation Review & Analysis (e.g. stipend, in-range progressions)
- CBA Compensation (e.g. merit, GSI, bonus)
- Temporary Assignments / Reassignments



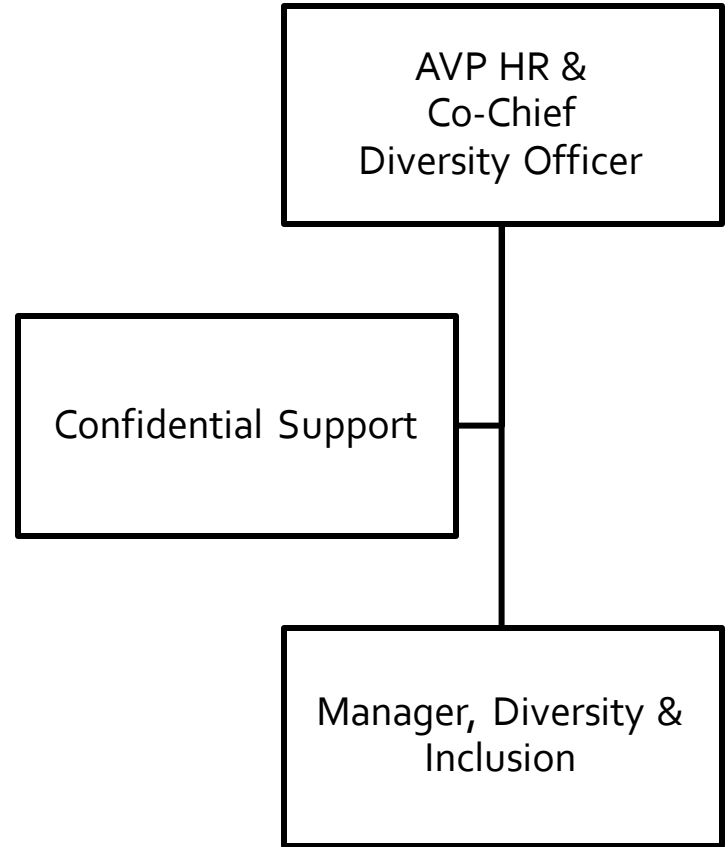


Employee & Labor Relations:

- Contract Interpretation, Administration & Negotiations
- Union Business Leave & Union Request For Information
- Public Agency Hearings (SPB, EDD, etc.)
- Investigations, Grievances,
- Management & Employee Consultation (e.g. performance, corrective action, misconduct)
- Conflict Resolution

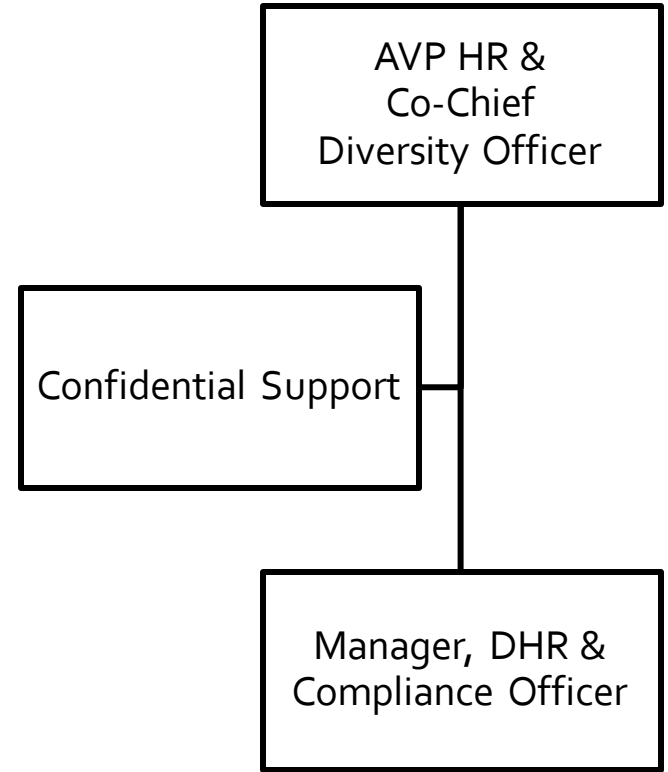
Diversity & Inclusion:

- Affirmative Action Plan
- Program Coordination
- Search Committee Training
- Workforce Planning & Analysis



Discrimination, Harassment, Retaliation & Compliance Officer

- Compliance with Executive Orders (EO 1096, 1097, 1098, 1115, 1116)
- EO Mandated Investigations
- DHR, Whistleblower and Retaliation
- Federal and State Agency Responses



Logistics/Operations

■ Website:

- Contact Information
- Dedicated HR function email addresses
- HR Transition Information

■ Handout:

- Frequently Asked Questions

