

2018-19 NEW RESOURCE ALLOCATION REQUESTS - PRIORITIZED SUMMARY

TEAM: Human Resources

To Be Completed By Departments								
Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)
1	Human Resources		Administrative Specialist II (1)	A full-time admin is needed for Title IX. Currently, clerical duties related to Title IX are handled through various staff members. This is a hardship on the department due to Title IX reporting time constraints and the detail required for reports. A dedicated Administrative Specialist would assist in meeting regulatory compliance deadlines and ensure consistency and accuracy.	A	78,162	78,162	PIE 2018-19
							APPROVED	A
2	Human Resources		HRIS Analyst (1)	An HRIS Analyst is needed to audit current HR data records to allow for accurate data reports. This position will have the ability to make changes to banner forms in real time (this is supported by IT). IT is backlogged and unable to offer HR the needed support in these efforts at this time because it is a huge project. We need someone who is well versed in HR to ensure we are in compliance with state and federal laws. HR has numerous software implementations that requires a dedicated programmer in the beginning stage as well as ongoing.		123,925	123,925	PIE 2018-19
3	Human Resources		Maxient	System currently used by Human Resources and Student Services for managing the processes and records related to unlawful discriminations, sexual harassment, and student behavior including discipline, behavioral intervention/threat assessment, and Title IX complaints. Federal and State requirements related to identifying, tracking, and monitoring of student conduct issues and complaints require the District to utilize an elaborate and integrated record-keeping system.	A	11,000	11,000	PIE 2018-19
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4	Human Resources		Short-term Hourly Employees (3)	Our HR Technicians are inundated due to an influx of recruitments. Each recruiter manages on average 15 recruitments at one time which equates to approximately 360 hours of work. As of current, HR has 17 classified/mgmt RTF's that have not been assigned. In addition to the increase in classified/mgmt hiring, HR has been advised that there will be at least 40 faculty recruitments for the Winter & Spring 2019 recruitment season. These numbers do not reflect Adjunct and the 1000's of Short-Term/Student hires HR processes. We are requesting 3 Short-Term employees to assist the HR Technicians from November 2018-June 2019.	78,000		78,000	PIE 2018-19
5	Human Resources		Workforce Leaves	We currently do not have a proper system specific for employee leaves reporting. The current system allows for an increase in human error. In order to ensure ADA compliance with state and Federal Law. This would be an add on to the Workforce software being implemented by Payroll with the exception of the leave module covers faculty as well.	35,000	15,000	50,000	PIE 2018-19
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