

2015-16 NEW RESOURCE ALLOCATION REQUESTS - PRIORITIZED SUMMARY

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: HUMAN RESOURCES

To Be Completed By Departments									Required if Budget Approved By President's Cabinet					To Be Completed When President's Cabinet Makes Final Decision			
Priority	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)	Account Number					Total Funded	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments
Number									Fund	Org	Acct	Prog	Actv				
1	Human Resources	James Czaja	Replace vacated HR Tech position (vacated by Zaira Jimenez) with HR Specialist	This position supports both the HR Technicians and HR Analyst-Position Management; has major responsibilities for major complex level transactions and specialized duties and for a variety of HR related programs as assigned (i.e., employee leaves, Equal Employment Opportunity, online employment application system and web page, classification and compensation, I-9 and F-1 Visas, salary schedules, retirement, HR Projects, Adult Education Summer High School Program Instructor hiring, TB clearance, Live scan clearance issues, subpoenas, EDD Unemployment, verifications of employment, and HR Web pages.) This is a new position classification which is a bridge between the HR Technician and the HR Analyst and would provide an opportunity for career progression/succession planning. The current classifications of HR Technician and HR Analyst are not sufficient to recognize the nature of work (problem solving and project work) that exists in the department.		73,856.80	73,856.80	9-11,14,16	11000	200000	231000	673000					This request was approved 10/13/15
1	Human Resources	James Czaja	HR Specialist Position	This position supports both the HR Technicians and HR Analyst-Position Management; has major responsibilities for major complex level transactions and specialized duties and for a variety of HR related programs as assigned (i.e., employee leaves, Equal Employment Opportunity, online employment application system and web page, classification and compensation, I-9 and F-1 Visas, salary schedules, retirement, HR Projects, Adult Education Summer High School Program Instructor hiring, TB clearance, Live scan clearance issues, subpoenas, EDD Unemployment, verifications of employment, and HR Web pages.) This is a new position classification which is a bridge between the HR Technician and the HR Analyst and would provide an opportunity for career progression/succession planning. The current classifications of HR Technician and HR Analyst are not sufficient to recognize the nature of work (problem solving and project work) that exists in the department.		73,856.80	73,856.80	9-11,14,16	11000	200000	231000	673000					This request was approved 10/13/15
1	Human Resources	James Czaja	Administrative Specialist II - Equal Employment Opportunity Programs	This position supports the EEO Analyst, the Director of EEO Programs, and the newly approved (7/21/15) Title IX Coordinator position.		62,050.96	62,050.96	9-11,14,16	11000	200000	231000	673000					

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2	Human Resources	James Czaja	Human Resources Aide(s), Professional Expert(s), Project Expert/Specialist - Depending on assignment (Reduced from \$66,240 pproved July 21, 2015)	The College has experienced an unprecedented increase in hiring activity over prior years. In addition, the numbers of full-time and part-time employees are steadily increasing. From 2011-12 to 2014-15 the College has experienced an overall increase of 106% in the number of positions posted; and the number of applicants per job posting has also significantly increased. New hire and benefits processing, annual salary adjustments, and other HR transactions have been impacted by the increase in College-wide staffing. From 12/2014 through 6/2015 hiring cycle, Human Resources enlisted the support of a temporary staffing agency to meet the College's needs in both HR Operations and in the areas of EEO investigations, disability accommodations and medical leaves as necessary. Human Resources can meet these demands more efficiently and cost effectively by hiring from its own short term pools rather than contracting with staffing agencies.	30,000.00		30,000.00	13/14 VP PIE, 12; 14/15 VP PIE 9-11,14,16	11000	200000	231000	673000					Previously approved on 7/21/15 for \$66,240 This request was approved 10/13/15 for \$30,000
1	Human Resources	Human Resources Operations/EEO	Human Resources facilities modification	HR Conference Room, 4-2330, is being reassigned to the C-ID Director. A redesign will be needed to accommodate for this loss and to accommodate HR staffing needs such as the new two HR Specialists, Administrative Specialist II, and Title IX Coordinator positions.	TBD												This request was approved 10/13/15
					30,000.00	209,764.56	239,764.56		Total					\$ -			