

# **Reorganization of Human Resources and Legal Affairs**

Information for College Planning Council

Date: July 17, 2001

From: Sue Ehrlich

Vice President, Human Resources and Legal Affairs

## **Basis for Reorganization:**

The increased responsibilities to Human Resources.

- **Legal Support Added**

Institutional responsibility for coordinating and direction on legal issues was added to the Human Resources Department. This is the first time that the college has had any in-house legal support. This new function has produced a significant increase in the demands on the position of VP Human Resources and Legal Affairs. The office of Human Resources and Legal Affairs has also had more direct involvement in higher level legal, student, employment, and technical issues with vice presidents, deans and other college administrators. As a result, there has been less time available for the Vice President to provide office management, supervision and response to a broad range of certificated and classified issues.

- **Oracle HR Implementation**

In addition, as a result of the progress in implementing the new Oracle HR application, it is obvious that the Oracle conversion will best provide increased capabilities to the HR department by having "within department" Oracle expertise. Efficiency in college operations depends on HR/LA's ability to resolve HR issues in a timely manner. There is the recognition that internal departmental expertise rather than full dependence upon IR technical support is required. HR/LA will assume more responsibility for developing and maintaining routine and customized reports, managing electronic routing, developing and overseeing employee self-service capabilities.

## **Proposed Changes**

- 1. Eliminate the position of Human Resources Specialist and create a new position of Human Resources Manager.**

Given the need for the Vice President of Human Resources and Legal Affairs to provide both high level legal consultation to the Superintendent/President and the Board and the college vice presidents on a broad range of issues, the Vice President of Human Resources and Legal Affairs will not have sufficient time to guide internal policy development, administration, contract administration and other certificated and classified issues. The best approach is to create a single higher level position to provide overall direction and supervision for both certificated and classified HR problems. In addition, the need for HR departmental leadership for HR Oracle applications will also be a requirement of the new HR Manager position. The ability to apply principles of Oracle EndUser Training to basic HR business processes will also be a requirement of this level

position. The estimate for this work-load component for the HR management position ranges from a one third to one half time of the position.

It has been determined that the higher level position will best provide the necessary leadership in these two areas.

**The new position will require**

- expertise in public sector human resource labor/ employment issues
- supervision of HR staff who provide direct certificated/classified support
- negotiations support
- assistance with special projects including regularly required state mandated reporting
- technical support for HR business processes after Oracle conversion

**2. Create new positions of Classified HR Technician to replace the Classified HR Clerk position, Senior Certificated HR Technician to replace the present Certificated H.R. Technician, and upgrade the existing Senior Secretary position to an Administrative Secretary position.**

The inability of the Vice President to be as available for department management functions has made clear the need for a interim level of expertise. The three new staff positions so designated will need to assume greater coordination and accountability for certificated and classified personnel areas.

The new position of **Classified HR Clerk** will entail additional responsibility for classified hiring processes, exercise of increased judgment in classified hiring processes including responsibility for committee orientation, background checks, job offers, rating-in, and tracking of evaluations.

The new position of **Senior Human Resources Technician** will require additional responsibility for office management, exercise of judgment in certificated hiring, responsibility for assisting hiring committees, contract administration, and coordination of leave and benefits.

The new position of **Administrative Secretary** will require additional responsibilities in office management, exercise of judgment in budget management, assistance with legal processes, committee support, and assistance with certificated and classified hiring.

## **Cost of Human Resources and Legal Affairs Reorganization**

The net cost to the college to fully implement the above will be approximately \$55,106.00. See attached cost analysis. We will rely on support from multiple student workers and short term hourly employees to provide assistance with copying, mail processing, labeling and mass mailing and some routine data entry.

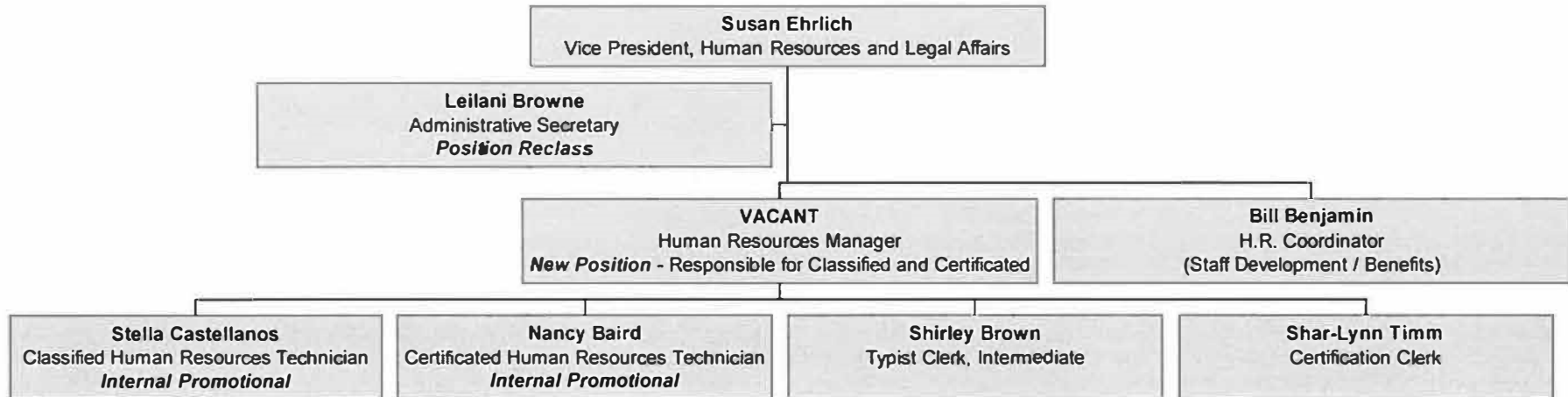
## **Funding Sources**

1. Current allocations for existing positions
2. Additional \$5000 from present HR budget
3. To be identified \$50,000

## **Future Considerations**

It is assumed that we will achieve new efficiency when Oracle is fully implemented. Additionally, the new HR/LA manager will have responsibility for continual assessment of HR processes with the goal of simplifying and streamlining where possible. If we cannot fully implement this reorganization with part-time assistance and increased efficiency, I may need to make a request for additional staff next year.

# HUMAN RESOURCES AND LEGAL AFFAIRS PROPOSED RE-ORGANIZATION



Human Resources and Legal Affairs  
Proposed Reorganization  
July, 2001

CURRENT STAFFING							PROPOSED STAFFING							COST to HR/LA
Title		Salary	Add'l P/R Costs	Benefits	TOTAL		Title		Salary	Add'l P/R Costs	Benefits	Total		
Secretary, Senior	24E	\$33,744.00	\$2,024.64	\$3,215.80	\$5,465.00	\$44,449.44	Secretary, Administrative	28E	\$37,020.00	\$2,221.20	\$3,528.01	\$5,465.00	\$48,234.21	\$3,784.77
Classified H.R. Clerk	21E	\$31,452.00	\$1,887.12	\$2,997.38	\$2,966.00	\$39,302.50	Classified H.R. Technician	28E	\$37,020.00	\$2,221.20	\$3,528.01	\$2,966.00	\$45,735.21	\$6,432.71
Certificated H.R. Technician	28E	\$37,020.00	\$2,221.20	\$3,528.01	\$5,465.00	\$48,234.21	Sr. Certificated H.R. Technician	35E	\$43,644.00	\$2,618.64	\$4,159.27	\$5,465.00	\$55,886.91	\$7,652.70
Human Resources Specialist	42E	\$51,648.00	\$0.00	\$4,922.05	\$7,760.00	\$64,330.05	Human Resources Manager	63E	\$85,644.00	\$0.00	\$8,161.87	\$7,760.00	\$101,565.87	\$37,235.82

Current Staffing TOTAL: \$196,316.20

Proposed Staffing TOTAL: \$251,422.20

<b>TOTAL Cost of Reorganization:</b>	<b>\$55,106.00</b>
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