

Citrus College Academic/Institutional Support Comprehensive Program Review

Human Resources

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General Information (Citrus College Academic/Institutional Support Comprehensive Program Review)

Standing Requirements

CITRUS COLLEGE MISSION STATEMENT

PROGRAM MISSION/DESCRIPTION (MISSION STATEMENT)

MISSION:The Office of Human Resources plays a vital role supporting the College's Mission Statement; this is primarily accomplished by providing an efficient and fair recruitment and selection process for faculty, classified staff, management, and supervisor/confidential positions leading to highly qualified employees. The Office of Human Resources implements and oversees a wide-range of board policies, administrative procedures and internal operating procedures all designed to provide assistance to employees, provide for fair and equitable work rules, enhance the College's commitment to equal employment and diversity, and provide staff with professional development opportunities. In addition, the Office of Human Resources provides students with student employment opportunities and strives, in collaboration with Student Services and Academic Affairs, to provide students with a learning environment free from discrimination, including sexual harassment and assault and to ensure students with an effective means to redress any form of discrimination.

DESCRIPTION:The Office of Human Resources is located on the first floor of the Administration Building. Staffing includes a Director of Human Resources, Human Resources Manager, one Confidential Administrative Assistant, four Human Resources Technician II's, one and one half Human Resources Technician I's, and one Administrative Clerk II. In addition, the Office of Human Resources utilizes up to two student employees each academic semester/term. A more detailed description of the personnel assigned to the Office of Human Resources is provided for under Section IV - Staff Resources.

PROGRAM REVIEW TEAM (ALPHABETIZED BY LAST NAME, LEFT TO RIGHT, THREE COLUMNS)

DEPARTMENT FUNCTIONS (DEPT. FUNCTION BY SECTION AND SPECIAL ACCOMPLISHMENTS)

SERVICE RECIPIENTS (STUDENTS, FACULTY AND STAFF, AND COMMUNITY)

DATA RELATED TO SERVICE RECIPIENTS (DEMOGRAPHICS, ELIGIBILITY, ACCESSIBILITY, SUCCESS RATES, COMPLIANCE AS APPROPRIATE)

STAFF RESOURCES (SUMMARY, ORGANIZATIONAL CHART, ASSIGNMENTS AND SPECIALITIES, STAFF PREP. AND TRAINING, COMMITTEES)

PHYSICAL RESOURCES (BUILDINGS AND FACILITIES, EQUIPMENT AND MATERIALS, APPLICATIONS AND SOFTWARE)

FISCAL RESOURCES (SUMMARY, BUDGET AND RESOURCES)

PROGRAM STUDENT LEARNING OUTCOMES

No outcome sets attached

Past 5 Years Assessment Cycle/Upcoming 5 Years Planning Cycle

EXECUTIVE SUMMARY WITH DATA (BRIEF SUMMARY, COMMENDATIONS, CHALLENGES, AND RECOMMENDATIONS)

SUMMARY OF PAST LEARNING OUTCOMES ASSESSMENTS

SUMMARY OF PAST RECOMMENDATIONS/GOALS

LONG TERM RECOMMENDATIONS/GOALS

No outcome sets attached

BUDGET PLANNING (NARRATIVE DISCUSSING MAJOR BUDGET PLANS FOR THE NEXT 5 YEARS)

REVIEW SUMMARY