



## **HUMAN RESOURCES PLAN 2023-2028**

- I.** The Office of Human Resources serves as a strategic partner with the District's administration, Board of Trustees, faculty, students, and staff to meet the District's mission objectives, vision, and values and will be an active partner with the campus community in addressing Diversity, Inclusion, Equity and Accessibility (DEIA+). To accomplish this, the Office of Human Resources provides a range of integrated and comprehensive human resources services. Additionally, the Office of Human Resources works with the District and its employees to ensure compliance with local, state, and federal laws that pertain to personnel and employment matters, including Equal Employment Opportunity (EEO).

- II. Planning Overview**

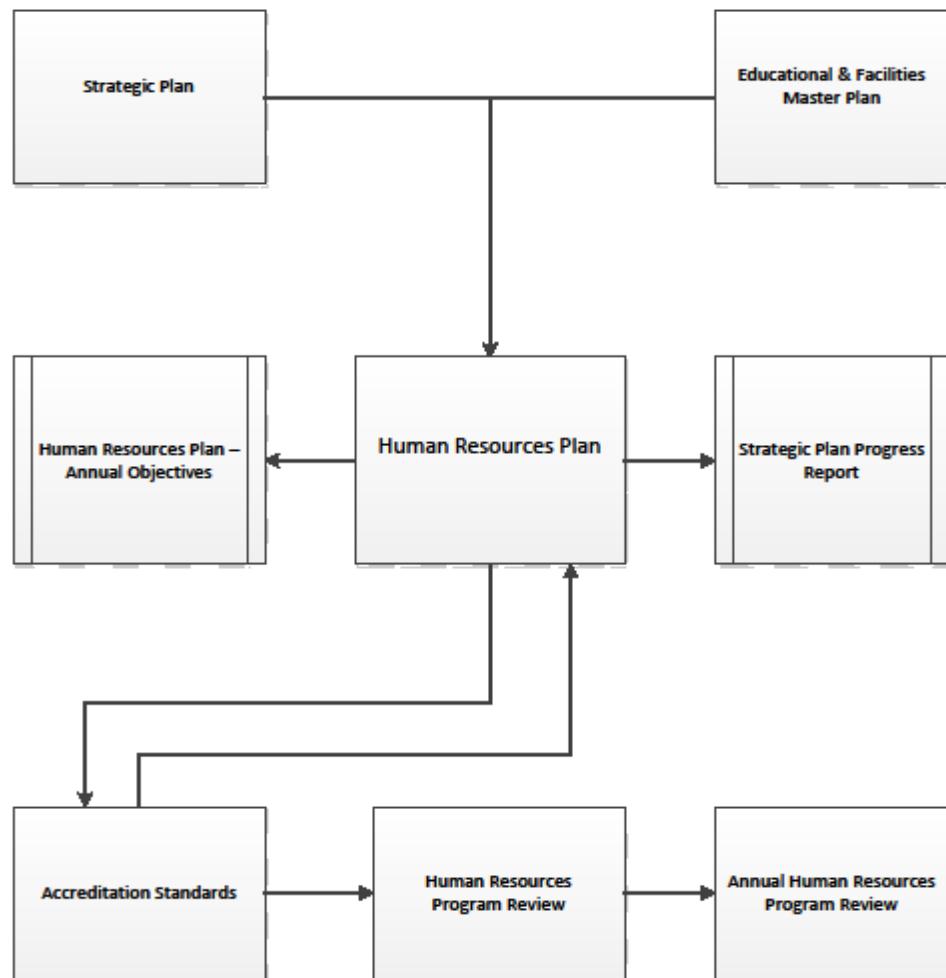
The Human Resources Plan is established as part of the District's Integrated Planning Model (Appendix A). This plan is designed to bring together in a uniform planning document the Office of Human Resources' annual activities as may be set forth in the District's Strategic Plan, the Educational & Facilities Master Plan, and the Human Resources Comprehensive Program Review.

This plan, establishes five key areas. These five areas are: 1) Recruitment and Selection; 2) Workforce Excellence; 3) Work Environment; 4) Employer-Employee Relations; and, 5) Human Resources Office.

For each of the five key areas, the plan sets forth goals consistent over the five-year period of the plan. Under each goal, specific activities for each academic year of the plan will be established.

The following flow chart sets forth the relationship between the various District plans and the Human Resources Plan.

**HUMAN RESOURCES PLAN FLOWCHART**



### **III. Advisory Committee**

The Human Resources Advisory/Staff Diversity Committee is a shared governance committee included within the established sub-committees of the Steering Committee. The Human Resources Advisory/Staff Diversity Committee reviews and recommends policies and procedures related to District personnel. In collaboration with the DEIA+ Committee, the HR Advisory Committee also recommends and develops policies and procedures related to the District's Equal Employment Opportunity and DEIA+ activities related to personnel hiring and practices. The Committee forwards recommendations to all campus constituent groups and to the Steering Committee for review and adoption.

### **IV. Key Human Resources Areas – Goals**

#### **Human Resources Area 1: Recruitment and Selection**

*Goal 1: Provide guidance on staffing needs identified through annual program reviews, the annual implementation plan, and the Faculty Needs Identification Committee.*

*Goal 2: Enhance the Diversity of the District's workforce.*

*Goal 3: Maintain the integrity of the recruitment and selection procedures to ensure it is legally sound and enhance the hiring process consistent with the District's commitment to DEIA+.*

#### **Human Resources Area 2: Workforce Excellence**

*Goal 1: Enhance the knowledge and skills of administrators, managers, and supervisors/confidential employees in the areas of human resources management and employee-employer relations.*

#### **Human Resources Area 3: Work Environment**

*Goal 1: Promote a fair and sustainable work environment.*

*Goal 2: Promote a safe environment that celebrates DEIA+ and is free from discrimination, including sexual harassment and sexual violence.*

#### **Human Resources Area 4: Employer-Employee Relations**

**Goal 1:** *Foster a positive working relationship with the three employee associations to resolve potential issues/conflicts in a timely and professional manner.*

**Goal 2:** *Engage in negotiations with the three employee associations in a professional and collegial manner.*

#### **Human Resources Area 5: Human Resources Office**

**Goal 1:** *Ensure that the Office of Human Resources provides timely and effective service to the campus community.*

**Goal 2:** *Provide for timely updates to all human resources related board policies and administrative procedures using the DEIA+ policy tool kit.*

### **V. Human Resources Plan – Annual Objectives**

**2023-2024:**

#### **Human Resources Area 1: Recruitment and Selection**

**Goal 1:** *Provide guidance on staffing needs identified through annual program reviews, the annual implementation plan, and the Faculty Needs Identification Committee.*

Ongoing, no specific objective.

**Goal 2:** *Enhance the Diversity of the District's workforce.*

Objective 1: Complete the District's Equal Opportunity Plan and submit to Chancellor's Office.

**Goal 3:** *Maintain the integrity of the recruitment and selection procedures to ensure it is legally sound and enhance the hiring process consistent with the District's commitment to DEIA+.*

Objective 1: Review and implement recommendations for the hiring process as developed through the USC Race and Equity group review.

### **Human Resources Area 2: Workforce Excellence**

**Goal 1:** *Enhance the knowledge and skills of administrators, managers, and supervisors/confidential employees in the areas of human resources management and employee-employer relations.*

**Objective 1:** Provide managers and supervisors/confidential employees with training on at least three human resources topics including sexual harassment>Title IX.

### **Human Resources Area 3: Work Environment**

**Goal 1:** *Promote a fair and sustainable work environment.*

**Objective 1:** Review and revise, where appropriate, human resources policies and procedures.

**Goal 2:** *Promote a safe environment that celebrates DEIA+ and is free from discrimination, including sexual harassment and sexual violence.*

**Objective 1:** Prepare and disseminate a new sexual harassment/assault awareness brochure.

**Objective 2:** Provide students with sexual harassment/assault awareness training.

### **Human Resources Area 4: Employer-Employee Relations**

**Goal 1:** *Foster a positive working relationship with the three employee associations to resolve potential issues/conflicts in a timely and professional manner.*

**Ongoing, no specific objective.**

**Goal 2:** *Engage in negotiations with the three employee associations in a professional and collegial manner.*

**Objective 1:** Complete negotiations for new collective bargaining agreements with each of the employee associations.



### **Human Resources Area 5: Human Resources Office**

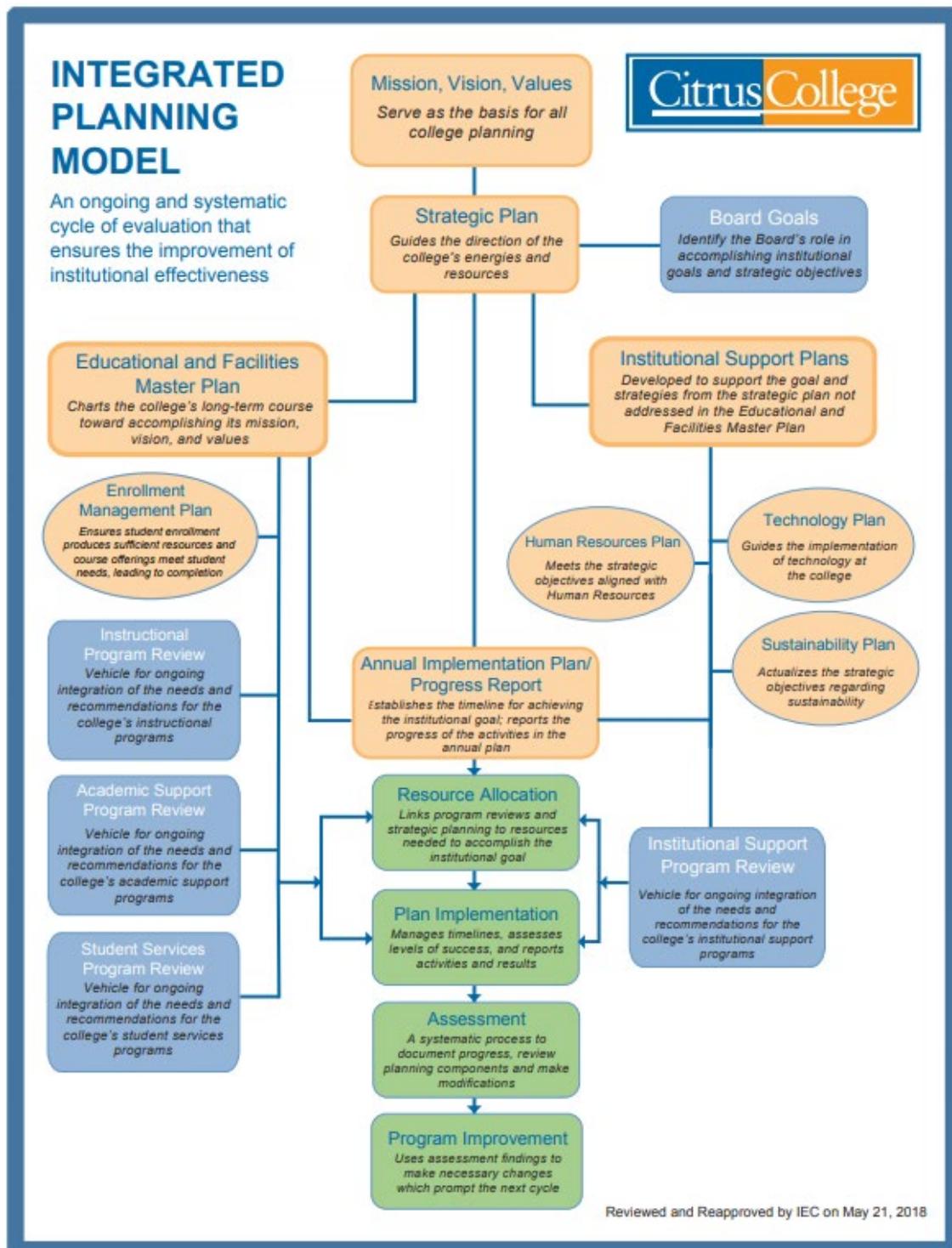
*Goal 1: Ensure that the Office of Human Resources provides timely and effective service to the campus community.*

Ongoing, no specific objective.

*Goal 2: Provide for timely updates to all human resources related board policies and administrative procedures using the DEIA+ policy tool kit.*

Objective 1: Explore different modes of communicating HR related topics.

## APPENDIX A



## Institutional Support Plan: Human Resources Plan

Purpose	Meets the strategic objectives from the Strategic Plan aligned with Human Resources
	Meets aligned objectives from the Educational and Facilities Master Plan
	Reports outcomes identified in program review
Process	<ul style="list-style-type: none"> <li>○ Develop and implement objectives</li> <li>○ Communicate the achievement of the institutional goal and strategic objectives each spring through the Strategic Plan Progress Report and every five years through the Institutional Support Program Review</li> <li>○ Communicate progress on aligned strategic objectives from the Educational and Facilities Master Plan through the Human Resources Program Review</li> </ul>
Timeline	Developed every five years and reviewed annually; revised as appropriate
Initiation/Completion	Initiated by the Director of Human Resources Completed by the Human Resources/Staff Diversity Advisory Committee
Recommendations to	Steering Committee Superintendent/President





## **APPENDIX B**

### **Assessment of Annual Objectives**