



## Administrative Program Review Template

Year :

2018-2019 ▾

Program :

Human Resources ▾

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Last edited on 3/1/2019 by R-EUREKA\Stephanie-Burres  
Submitted on 11/1/2018 by R-EUREKA\Keith-SnowFlamer  
Reviewed on 3/1/2019 by R-EUREKA\Stephanie-Burres

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Program Review Authors (include names and campus locations):

Wendy Bates, Tina Wahlund, Susan Wiegman, Joselle Wagner, Jose Serrano. All on the Eureka Campus.

Program Director's Signature:

Wendy Bates

Date: 11/1/2018

Vice President's Signature:

Keith Snow-Flamer

Date: 11/1/2018

Primary Function:

Human Resources participates in contract negotiations, is responsible for District wide professional development, recruitment for all staff and ensuring EEO/ADA compliance. Human Resources provides various types of support for all staff groups, approximately 900 employees including temporary and student workers. The type of support provided to staff includes providing information and answering questions on benefits, leave of absence, payroll, retirement, transfers, collective bargaining agreement questions, and much more.

The Human Resources Development Analyst provides support for approximately 350 associate faculty, including semester contracts, tracking evaluations, tracking semester workload assignments, tracking TB compliance, on-boarding for new hires, and much more.

State briefly how the program functions support the [college mission](#)

Human Resources ensures there are adequate personnel resources and professional development opportunities to support the college in fulfilling its Mission. To accomplish this, Human Resources provides a wide range of centralized and comprehensive human resources services. Additionally 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). Human Resources works directly with the Chancellor's Office to complete a Multiple Methods report annually which describes nine different ways the college includes diversity and equity within its hiring and evaluation processes. This report reflects our commitment to fair employment and hiring processes which support finding the best candidate for our jobs whether it be faculty or staff. Finding the most qualified candidate for any job at

State briefly program highlights/accomplishments:

Last year Human Resources worked directly with the Chancellor's Office to complete a Multiple Methods report which ways the college includes diversity and equity within its hiring and evaluation processes. By completing this report we were awarded \$50,000.00 to use towards recruitment and training around diversity. This year the Multiple Methods report was due by the June deadline and in early October we were again awarded \$50,000.00.

Another great accomplishment by Human Resources is the upgrade to the PeopleAdmin recruitment system. We had been using an old software system which was not allowing us to perform many functions needed to stay compliant, such as running EEO to ensure diversity within the pool. This year we upgraded the PeopleAdmin software, with many hours of behind the scenes work by staff to ensure it was successful. The new system launched in January 2018 and has been very beneficial for the college. With a few clicks, check the diversity of any pool of applicants, check the analytics of recruitments such as EEO Compliance Application and Hire Trends, and more. This updated software will help Human Resources on a day to day basis so potential unconscious bias within our recruitment and hiring processes.