Program Review
Personnel Office
October 2008

1. Mission of Department

The mission of the De Anza College Personnel is to provide service in the hiring, evaluation and processing of personnel for part-time and full-time faculty in accordance with policies and procedures established by the District Human Resources Office. This includes maintaining strong customer relations with faculty and administrators in the maintenance of accurate and detailed personnel records.

2. Descriptive Summary

The functions of the personnel office include: perform a variety of technical duties in support of administration, faculty and staff; serve as a resource regarding human resources policies, benefits and various District programs, which include contract interpretation on personnel issues, Prepare new hire and orientation packets for individual and group orientations; serve as a resource to new administration, faculty and staff in the hiring process; provide necessary forms and assure proper completion; follow-up as needed. Compile, analyze and verify professional growth submitted by faculty as assigned; Interpret and analyze data for appropriate salary placement which include accurate mathematical calculations and use of discretion. Monitor and maintain faculty evaluation information Develop, design and attend a variety of meetings, workshops and orientations for faculty and administrators as assigned. Attend regular HRS (Human Resource) meetings and one of the key members with the new implementation of the new EIS system.

Provide regular reports to management as requested; participate on program reviews; assure program compliance with federal or State program guidelines.

FTE: 1 Classified Human Resource Technician II – (N-48)

B Budget summary
The annual operating "B" budget for Personnel and Payroll: $500.00.

 Strengths: Highly proficient in my position, and have an overall view of the district Human Resources functions and capabilities. I am people oriented while maintaining confidentiality and integrity.

Weakness: I am a one person office, with no back up. Procedures manuals have been written to cover in case an emergency should arise. Because of the confidentiality of the position, student help is rarely acceptable, however; once a year I have been allowed to hire a temporary employee to assist with filing and setting up files for the forthcoming academic year.

Trends: Increasing numbers of Part-time faculty, changes to the FA (Faculty Association Agreement) that adversely affect my position. An example of a recent change: Part-time faculty are now allowed to earn professional growth, which will allow them to advance on the salary schedule and will impact my workload as well as the implementation of the new EIS system.

Personnel:

New PT Faculty for 06-07 – 105
New PT Faculty for 07-08 - 142

With the hiring of new part-time faculty it entails: sending out new hire packets, orientations, entering the information into the HRS (Human Resource System), (approximately eleven screens) and checking their documentation, for minimum qualifications. It also includes follow-up for TB testing, and fingerprinting. New full-time faculty: The headcount for new full-time faculty for 2006-07 was 15 and for 2007-08 there were 22 and again the same process of salary placement, salary placement and any follow-up paperwork for their employment.

PAA (Professional Achievement Awards), professional growth units are entered into the HRS system. On the average, we usually have 50 PAA approved per academic year.

Evaluations: approximately 385 part-time faculty are due evaluations for the 2006-07 and for

> Re-employment preference list: requires entering data into HRS, (200 entries) and sending out the reports to the Division Deans.
> Step and Column Changes: approximately 30 column changes per year, and 350 Step changes per year. This includes sending notifications to faculty employees, and updating HRS screens.

3. Qualitative Measurements
Attend District HRS meetings to keep abreast of contract changes, new personnel procedures and system changes - monthly. Enter and update personnel data within a 24 day window prior to running payroll.
Strive to maintain a clean annual audit - zero audit findings.

4. Planning Agenda

Begin working on the implementation of the new EIS and maintaining good customer services.

How do planned actions support Master Plan Goals in next 1 –2 years:
   improved service to faculty and staff
Budget requests to support Master Plan goals:
   None
Non budget changes to advance master plan goals
   None

Strategic Planning-Personnel Department

1. How does your program or service respond /address the College's strategic initiatives?

   I am responsible for salary placement of all part-time and full-time faculty into the Human Resource Data base, by verifying that faculty meet minimum qualification for teaching in their prospective discipline.

2. Which initiatives does your program or service respond to and in what ways can the response be measured or evaluated?

   I process on the average per quarter 50 new part-time faculty and verify their documentation has been properly processed, which in turn alleviates their need to concern themselves with paperwork and concentrate on teaching their students. I

3. How does the work of your program or service respond to increased access, growth, and retention and/or student equity?

   By having qualified and diversified staff this ensures the learning of each of our students is being properly met, and if the students are happy at being in a good learning environment, this will help us to preserve their retention.

4. What other programs/services are you working with to accomplish your proposed goals/outcomes?

   I am on the front end users group for the implementation of the EIS/Banner project for Human Resources. I will have to learn the new system to accommodate processing any new and/or tenured faculty that we already have in our database. I have been attending conferences and workshops to become affluent in this new system. My counterpart and I routinely correspond to update our materials and to stay consistent with our process methods and to make changes when technology is available for modification. I am also responsible for co-chairing the workshops on PGA/PAA.

5. What is important to understand about your program, or service and the consequences to the college if it was discontinued or reduced?

   As we continue to service a diverse community of students, to update my skills and stay current with technology on processing any materials. When the economy is down, people tend to return to school, therefore we constantly need instructors to teach people new skills and degrees.