



### Agenda Item Details

Meeting	Mar 21, 2018 - Board of Trustees, Regular Meeting, 6:00 p.m.
Category	14. HUMAN RESOURCES
Subject	14.12 Resolution No. 17721: Human Resources Reorganization
Type	Action
Fiscal Impact	Yes
Dollar Amount	4,992.50
Budgeted	Yes
Budget Source	Savings to Unrestricted General

WHEREAS the Area Administrator did an analysis of the area and determined a need to restructure in order to be more efficient, effective, and compliant; and

WHEREAS the restructuring will enhance the District's HR operations and safety program.

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve the Reorganization to Human Resources as presented.

BE IT FURTHER RESOLVED that the changes be effective April 1, 2018.

[032118 - Human Resources - Human Resources Reorganization Executive Summary \(March 2018\).pdf \(64 KB\)](#)

[032118 - Human Resources - Human Resources Reorganization Plan \(March 2018\).pdf \(245 KB\)](#)

[032118 - Human Resources - Human Resources - Reorganization Cost Analysis \(March 2018\).pdf \(437 KB\)](#)

### Motion & Voting

Resolution No. 17721: Human Resources Reorganization

Motion by Steve Taylor, second by Louis Wong.

Final Resolution: Motion Carries

Yes: Rudy Cardenas, Jerry Hart, Romualdo Medina, Karla Sigmond, Steve Taylor, Louis Wong

# Human Resources Reorganization Plan

## Executive Summary

Two factors are driving the necessity to reorganize Human Resources. The first, is redistributing the HR work internally and moving the HR Specialist and Payroll Coordinator from confidential to classified to comply with Government Code. The second driving force is to move the safety and security functionality and associated positions from Administrative Services to Human Resources.

Within the current Human Resources department there are two HR Specialist positions. One position currently serves part time faculty, professional experts, and manages employee benefits. The Specialist serving part time faculty and professional experts is performing similar duties as the current HR Analyst, therefore the intent is to swap the management of employee benefits and student employment with the other Specialist and reclassify the HR Specialist to an HR Analyst.

In addition, the HR Specialist absorbing the management of employee benefits will also give up duties related to recruitment to the Administrative Assistant. The Administrative Assistant will absorb recruitment and position control and be reclassified to an HR Technician. The HR Specialist will also give up duties of student employment to the reclassified HR Analyst

Title/Classification	Current	Proposed
HR Specialist (Confidential)	Part Time Faculty, Professional Experts, Volunteers, Employee Benefits	Part Time Faculty, Professional Experts, Volunteers, Student Employees, <b>Reclassify to HR Analyst (Confidential)</b>
HR Specialist (Confidential)	Recruitment, Student Employment, Payroll	Employee Benefits, Leaves, Worker's Comp/ Accommodation Payroll <b>Reclassify to Benefits Specialist (Classified)</b>
Administrative Assistant (Confidential)	Administrative Support, CHRO, Purchasing	Administrative Support, Position Control, Recruitment, Purchasing <b>Reclassify to HR Technician (Confidential)</b>
Payroll Coordinator (Confidential)	Payroll and defined benefits	Payroll and flexible/ defined benefits <b>Reclassify to Payroll Coordinator (Classified)</b>

The current Administrative Assistant will be reclassified to an HR Technician and take additional duties and responsibilities in coordinating recruitment and managing position control. The HR Technician will continue to provide administrative support to the CHRO.

Currently there is a need to implement and carry out an employee safety program and safety coordination District wide. Although some elements of safety prevention and training are being coordinated within certain departments there is not a centralized program which serves all employees. In addition, the District needs to build upon and improve its safety program to include safety training, documentation of training, follow-up to safety incidents, update the injury and illness prevention plan and other related safety plans, improve upon the emergency preparedness plan and organization, and implement an ergonomics program. Although the safety and security of the District can be structured a number of ways this proposal is based on the belief that HR makes the logical place to house a centralized safety program to implement prevention plans, coordinate and track training, and conduct mandated training as a condition of employment and/or during employee orientation. The newly established Director position is responsible for conducting Title IX investigations so it is reasonable to have this position report to the CHRO who is the Deputy Title IX Coordinator and the District's EEO Officer. The new Director will also be responsible for institutional safety training, prevention, and planning. Under this plan some elements of security will remain under Administrative services such as collection and processing of parking fees, and contracts with law enforcement but the remainder would transfer to Human Resources. This would include; the Director of Public Safety, Emergency Preparedness, and Title IX Investigations; Campus Safety & Parking Control Specialist; Campus Safety & Parking Control Technician; and associated Student Employee positions.

The Director of Public Safety, Emergency Preparedness, and Title IX Investigations will be reclassified to a Campus Safety Manager and the job duties will focus more on safety training, safety and risk management, emergency preparedness, and safety compliance. Safety enforcement and security, as well as investigating complaints will remain as job duties.

### **Conclusion**

This HR Re-Organization Plan represents many months of work and analysis. The restructuring will enhance the District's HR operations and safety program. It will better serve employees and students, improve campus safety and preparedness, and better meet compliance standards.

Under this plan, HR will be able to incorporate safety and mandated training campus wide, improve position control and labor budget, create a focused recruiting effort, allow for better coordination of benefits between employees and payroll, implement an employee orientation which incorporates required safety training, and have a reporting structure for Title IX complaints and investigations.

Change can be turbulent, and although not everyone may agree with some of the proposed changes, everyone impacted has been a part of the conversation. With clear communication and appropriate job descriptions for the work that needs to be done, the College can embrace the opportunities these proposed changes address.

**Imperial Valley College**

**Re-organization Plan**

**March 2018**

**Implementation**

**April 2018 – June 2018**

# Proposed Changes and Rationale for Change

## Management:

### Proposed change:

- Reclassify Director, Public Safety, Emergency Preparedness, and Title IX Investigations (Range 8) to Campus Safety Manager (Range 6)
- Reassign Campus Safety Manager from Administrative Services to Human Resources

### Rationale for change:

- The Director of Public Safety, Emergency Preparedness, and Title IX Investigations job description is currently focused on law enforcement, emergency preparedness, and Title IX duties. The newly revised classification and job description will provide more focus on safety prevention, training, and risk management. The revised position will provide for a safe environment for employees and students and help ensure the District stays in compliance with all safety programs. The position will be responsible for investigating all assigned complaints, including but not limited to Title IX. By having this position report to HR there will be a natural tie between employee training and orientation and safety. The pointing of this position is based on a salary comparable study of cohort colleges and geographic public organizations.

## Confidential:

### Proposed Change:

- Reclassify the Payroll Coordinator from confidential range 3 to classified range 24.
- Reclassify the HR Specialist from confidential range 2 to Benefits Specialist, classified range 23.
- Reclassify the HR Specialist from confidential range 2 to HR Analyst, confidential range 3.
- Reclassify the Administrative assistant from confidential range 3 to HR Technician, confidential range 3.

**Rationale for change:**

- The current Payroll Coordinator and HR Specialist (Benefits) do not meet the legal requirement as confidential employees. In addition, the HR Specialist (Benefits) recently absorbed benefits from the other HR Specialist and is no longer involved directly in student employment or recruiting. The reclassified Benefits Specialist will have job duties related to benefits, leaves, worker compensation, ADA and accommodations, as well as provide back-up to the Payroll Coordinator. Placing benefits together with payroll provides for better communication and efficiencies in serving employees.
- The other current HR Specialist is being reclassified to an HR Analyst for performing similar duties which require the same level of expertise. The HR Specialist is currently responsible for the recruitment, on-boarding, and employment of District student workers, professional experts, and part time faculty. This is an employee base of over 150. This position was focused primarily on employee benefits until benefits were moved over to the other HR Specialist being reclassified as the Benefits Specialist. Now the focus is that equivalent to an HR Analyst.
- The Administrative Assistant is absorbing duties of recruitment and position control which will be at least 60% of their time. Although this position is still providing administrative support to the CHRO they are performing more HR technical duties required for recruitment and position control and should be classified accordingly. The new proposed classification is HR Technician.

**Classified:****Proposed change:**

- Reassignment of classified staff and the Campus Safety Manager from Administrative Services to Human Resources. No change in range or step.

**Rationale for change:**

- By having these positions report to HR there will be a natural tie between employee training and orientation and safety.

**Faculty: Not Affected**

## **Impact on wages and working conditions**

Four confidential positions in HR the distance education center would be reclassified. Except for the Administrative Assistant who will remain same range and step, all others will be positively impacted on wages. Working conditions will not significantly change. The Payroll Coordinator and Benefits Specialist will become unit members of the classified bargaining unit. There will be no significant change in wages or working conditions to the classified staff in the campus safety department. All six positions will remain in current work spaces. The reclassification of the Public Safety, Emergency Preparedness, and Title IX Investigations to the Campus Safety Manager will not be impacted since the position is currently vacant. There is no negative impact on wages for this reorganization. Working conditions remain constant; office type environment. All employees being reclassified meet the minimum qualifications of the position to which they are being reclassified to.

	A	B	C	D	E	F	G	H
1	<b>COST ANALYSIS</b>							
2								
3			<b>Current Salary</b>		<b>Proposed Salary</b>		<b>Annualized Cost + Benefits</b>	
4	<b>Current Position</b>	<b>New Position</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Unrestricted</b>
5	Payroll Coordinator (Range 3 - confidential)	Payroll Coordinator (Range 24/step 7 - classified)	\$ -	\$ 60,473.00	\$ -	\$ 63,372.00	\$ -	\$ 3,623.75
6	HR Benefits Specialist (Range 2 - confidential)	Benefits Specialist (Range 23/step 8 - classified)	\$ -	\$ 61,107.00	\$ -	\$ 63,365.00	\$ -	\$ 2,822.50
7	Administrative Assistant (Range 3 - confidential)	HR Technician (Range 3 - confidential)	\$ -	\$ 60,473.00	\$ -	\$ 60,473.00	\$ -	\$ -
8	HR Specialist (Range 2 - confidential)	HR Analyst (Range 3 - confidential)	\$ -	\$ 68,226.00	\$ -	\$ 68,226.00	\$ -	\$ -
9	Director, Public Safety... (Range 8 - management)	Campus Safety Manager (Range 6 - management)	\$ 38,532.00	\$ 57,798.00	\$ 32,432.00	\$ 48,647.00	\$ (7,625.00)	\$ (11,438.75)
10	Total						<b>\$ (7,625.00)</b>	<b>\$ (4,992.50)</b>