

# **HUMAN RESOURCES PROGRAM REVIEW**

## **2008-2009**

# San Bernardino Community College District

## About the District

The San Bernardino Community College District was formed in 1926, originally as the San Bernardino Valley Union Junior College District and the first union district formed in the state.

A union district was defined as one made up of two or more contiguous high school districts. The San Bernardino district was formed from the San Bernardino and Colton High School Districts, which then joined forces to create the Junior College District, elect trustees, establish curriculum and provide facilities and instructors for Valley College.

In 1967, the District Office began the development of a new campus in Yucaipa. Crafton Hills College opened in 1972, serving the East Valley. The SBCCD oversees [San Bernardino Valley College](#), [Crafton Hills College](#), the Professional Development Center ([PDC](#)), and its own public television and radio station ([KVCR](#)).

## Part I. Mission Statements and Overview of District

### *Mission and Vision of San Bernardino Community College District*

The mission of the San Bernardino Community College District (SBCCD) is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This mission is achieved through the District's two colleges, the Professional Development Center (PDC) and public broadcast system (KVCR) by providing high quality, effective and accountable instructional programs and services.

It is the District's goal to increase college enrollment, improve the transfer rate of high school students to higher education, increase our role in economic development and expand the education and broadcast services of KVCR.

### **Mission and Vision of Human Resources Department**

The mission of the Office of Human Resources is to provide the San Bernardino Community College District with efficient and effective customer service in the management of its human resources and labor/employee relations services which subscribe to fair and equitable treatment of all employees, while promoting the values of a diverse, appreciated, dedicated and empowered workforce.

The Office of Human Resources is responsible for adding value to SBCCD and contributing to the success of SBCCD; building respect and credibility; achieving the highest levels of service; striving to meet the highest standards of competence; accepting professional responsibility for our individual decisions and actions; earning individual

respect and increase our credibility with those we serve; promoting and fostering fairness and justice for all employees; and maintaining the highest level of trust and professional integrity.

The primary activities of the Human Resources can be divided into two distinct categories: personnel administration and human resources management activities. The primary activities of personnel administration consists of employment , benefits, payroll, and records maintenance of the District's full-time faculty and staff, temporary, short-term and part-time personnel, and administrative staff.

Human Resources is also responsible for interpreting and assuring compliance with state and federal laws, rules, regulations and guidelines concerning personnel administration. Human resource management consists of negotiations, contract management, employee relations, employee training, discrimination complaint investigation, grievance resolution, equal employment/diversity programs, safety and workers' compensation and risk management for all District employees.

The Office of Human Resources' mission, vision, and functions are based on providing quality service and support in the following areas:

- We are an equal opportunity employer and promote diversity, equity and continuous recruitment and retention of diverse faculty and staff.
- Provide training for professional growth.
- Provide better service and advice to our employees by networking with our colleagues from other campuses and the systems office.
- Keep up with technology through the acquisition of computer equipment and human resource software.
- Keep current with Board Policies, Administrative Regulations, Policies and Procedures, Bargaining Agreements, and all applicable Federal and State laws, rules and regulations.

#### HR Functional Areas

The Office of Human Resources is responsible for the district's human resources operations, including the following:

- Overseeing recruitment, selections and appointments.
- Keeping with the Equal Employment Opportunity, Title 5, and California Education Code guidelines.
- Handling classification and pay administration.
- Reviewing and processing workers' compensation claims, leaves of absence and other employee benefits.
- Providing contract interpretation, labor relations, organizational management, and employment services.
- Providing training and faculty/staff development.
- Developing and interpreting personnel management policies and procedures and management analyses.

### **Employee Services**

- Employee Training and Development Program
- Collaborative Advisement and Consultation
- Employment Records Management
- New Employee Orientation
- Human Resources Policies and Procedures

### **Workforce Planning**

- Recruitment
- Administration of Minimum Qualifications and Equivalencies
- Testing
- Interview, Assessment, and Selection
- Staffing Needs and Assessment
- Workforce Reorganization and Reduction

### **Classification and Compensation**

- Position Control
- Job Classification Design and Administration
- Salary Design and Administration
- Salary Surveys
- Reclassification Reviews and Implementation

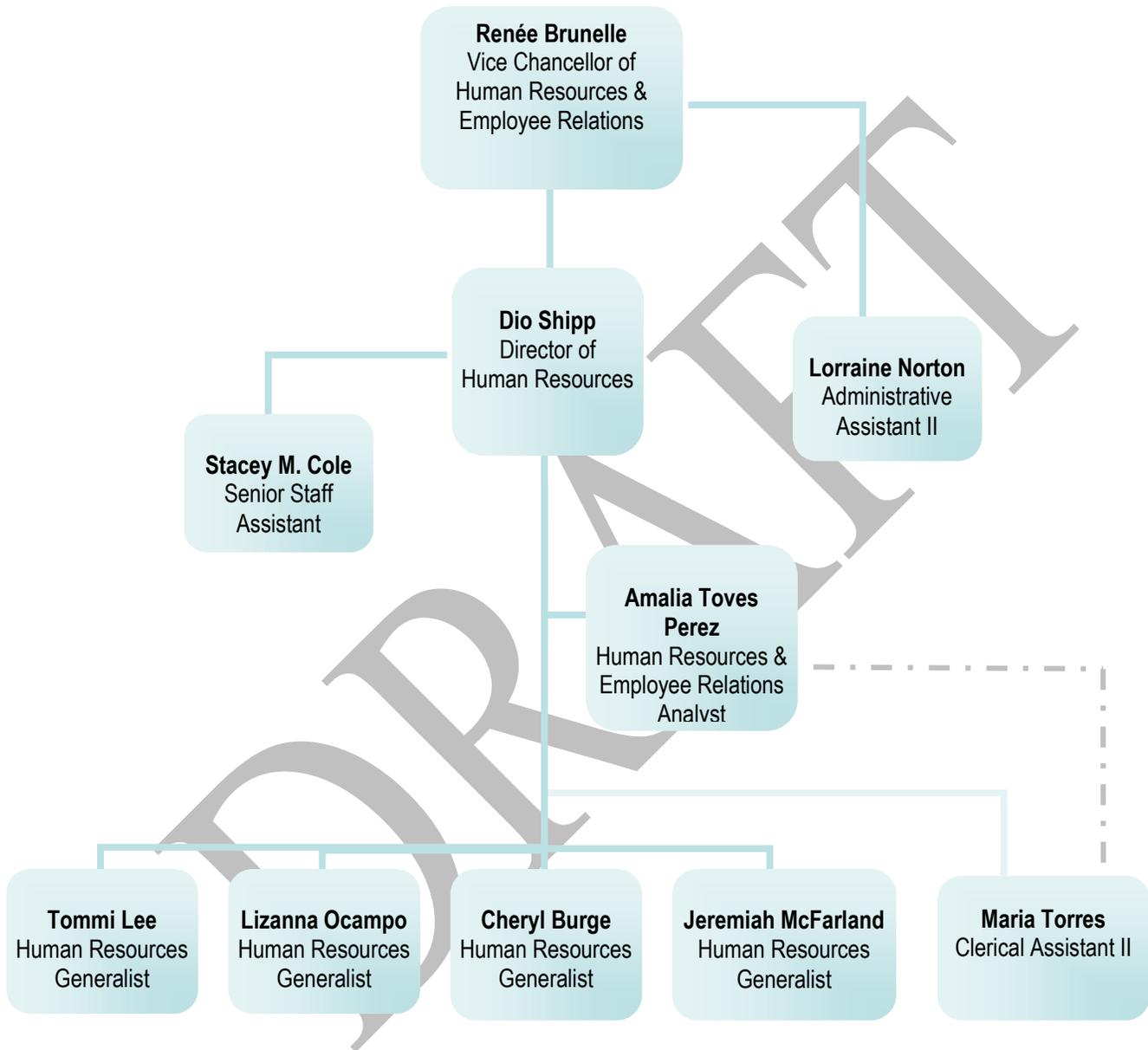
### **Employee Relations and Legal Affairs**

- Equal Employment Opportunity and Diversity Plan
- Legal Affairs and Liaison with Outside Legal Counsel
- Conflict Resolution
- Employee Discipline
- Employee Evaluation and Performance Management
- Complaint Investigation and Resolution
- Grievance Resolution
- Labor Contract Negotiations and Administration
- Employment Law Compliance

### **Risk Management and Benefits Administration**

- Benefits Analysis, Design and Administration
- Extended Leaves Administration
- Worker's Compensation Administration
- Reasonable Accommodations Administration
- Return to Work Assessment
- Illness and Injury Prevention Program Administration
- Loss Prevention and Control Administration
- Claims Management Administration

# HUMAN RESOURCES DEPARTMENT ORGANIZATIONAL CHART



## Part II. Overview of Department, Strategic Plan Goals and Objectives

The vision of the Office of Human Resources is to continue to provide high quality service and support to our faculty, staff, students, and the public as our District continues to grow.

- We will keep up with technology and federal and state laws, rules and regulations so that we can better serve the District.
- We will provide professional development training for staff.
- We will promote diversity and equity and continuous recruitment and retention of a diverse faculty and staff.

## Part III. Strategic Goals, Plans & Objectives for 2009 – 2010

Goal 1: *Build and sustain strong and effective labor/management relations through collaboration.*

Goal 2: *Establish competitive compensation and benefits.*

Goal 3: *Attain and maintain employee job satisfaction.*

Goal 4: *Provide a culture of wellness through a healthy, safe, and respectful work environment.*

Goal 5: *Develop and maintain an effective employee recognition program.*

Part IV. **Data Analysis** (As of June 30, 2009)

A. Employee Demographics of Human Resources

Asian	Black	Filipino	Hispanic	Native American	Pacific islander	White	Unknown	Decline to State	Female	Male	TOTAL
1	1	0	2	0	1	5	0	0	8	2	10

B. Employee Demographics of District

1. San Bernardino Valley College

Asian	Black	Filipino	Hispanic	Native American	Pacific islander	White	Unknown	Decline to State	TOTAL
22	81	8	119	6	1	177	3	0	417

2. Crafton Hills College

Asian	Black	Filipino	Hispanic	Native American	Pacific islander	White	Unknown	Decline to State	TOTAL
6	14	3	36	5	0	133	2	0	179

3. District

Asian	Black	Filipino	Hispanic	Native American	Pacific islander	White	Unknown	Decline to State	TOTAL
7	15	5	23	0	2	53	2	3	110

4. Board of Trustees

Asian	Black	Filipino	Hispanic	Native American	Pacific islander	White	Unknown	Decline to State	TOTAL
0	1	0	1	1	0	4	0	0	7

C. Employment Services

1. Full-Time Positions

NUMBER OF APPLICATION RECEIVED	Classified	Faculty	Management – Classified	Management – Academic	Confidential	TOTAL
	3271	715	171	87	179	4423

NUMBER OF POSITIONS FILLED	Classified	Faculty	Management – Classified	Management – Academic	Confidential	TOTAL
	45	12	0	2	2	69

NUMBER OF POSITIONS OFFERED	Classified	Faculty	Management – Classified	Management – Academic	Confidential	TOTAL
Start Date in 2008-2009	0	7	0	1	0	8

2. Short-Term, Part-Time (Adjunct) Faculty & Professional Expert Processed:

Short-Term	Part-Time Adjunct Faculty	Professional Expert	TOTAL
966	137	655	1758

3. Diversity in Hiring – Progress Towards Staff Diversity & EEO Plan

	Total	Male	Female	American Indian/Alaskan Native	Black/African American	Asian/Pacific Islander	Hispanic/Latino	White	Unknown	Disabled
Classified	45	19	26	0	5	3	16	19	2	0
Faculty	19	7	12	0	3	1	1	14	0	0
Part-Time Faculty	137	76	61	0	13	12	24	84	4	0
Classified Management	8	5	3	0	1	1	2	4	0	0
Academic Management	3	1	2	0	0	0	1	2	0	0
Confidential	2	1	1	0	0	0	0	2	0	0

#### 4. Pre-Employment Testing

CLASSIFICATIONS	TESTED	PASSED	FAILED	TOTAL
Account Clerk II	28	20	8	28
Administrative Secretary	23	18	5	23
Admissions & Records Technician	77	68	9	77
Clerical Assistant I	88	84	4	88
Clerical Assistant II	74	70	4	74
College Police Officer	29	28	1	29
Custodian	39	36	3	39
Financial Aid Specialist I	29	29	0	29
Food Service Worker	14	11	3	14
Human Resources Generalist	28	26	2	28
Programmer Analyst	22	13	9	22
Senior Staff Assistant	9	9	0	9
Student Services Technician I	11	10	1	11
Student Services Technician II	19	17	2	19
Warehouse Technician	94	75	19	94

#### D. Benefits Data

NUMBER OF EMPLOYEES ENROLLED IN BENEFITS	Blue Shield HMO DeltaCare	Blue Shield HMO Delta Dental PPO	Blue Shield POS DeltaCare	Blue Shield POS Delta Dental PPO	Kaiser DeltaCare	Kaiser Delta Dental PPO	TOTAL
CSEA	90	225	0	0	27	21	363
CTA	31	130	1	11	15	33	221
OTHERS	8	64	1	4	4	24	105
<b>TOTAL</b>	129	419	2	15	46	78	689

E. Workers' Compensation Data

NUMBER OF WORKERS' COMPENSATION CLAIMS	DISTRICT	SAN BERNARDINO VALLEY COLLEGE	CRAFTON HILLS COLLEGE	TOTAL
OPEN	1	10	3	14
CLOSED	2	6	1	9
FILED	3	16	4	23

F. Classification Data

RECLASSIFICATIONS	NUMBER OF RECLASSIFICATIONS APPROVED	NUMBER OF RECLASSIFICATIONS DENIED	TOTAL
	3	10	13

JOB DESCRIPTIONS CREATED	Classified	Faculty	Management – Classified	Management – Academic	Confidential	TOTAL
	4	1	6	0	0	11

JOB DESCRIPTIONS REVISED	Classified	Faculty	Management – Classified	Management – Academic	Confidential	TOTAL
	0	0	3	1	0	4

G. Complaints Data

NUMBER OF COMPLAINTS FILED	Student	Classified	Faculty	Management Classified	Management Academic	Confidential	Other	TOTAL
INFORMAL	3	1	0	0	0	0	1	5
FORMAL	0	0	1	1	0	0	1	3

## H. Terminations Data

NUMBER OF TERMINATIONS ACCEPTED	Classified	Faculty	Management – Classified	Management – Academic	Confidential	TOTAL
VOLUNTARY	21	10	1	0	0	32
INVOLUNTARY	8	0	0	1	0	9
RETIREMENTS	0	16	2	2	0	20

## I. Performance Management Data

NUMBER OF PERFORMANCE REPORTS	Classified	Confidential	Management	TOTAL
ISSUED	30	3	0	33
RECEIVED	24	2	0	26

## J. Training Data (September 2008 through April 2009)

TRAINING COURSES OFFERED	Management – Classified	Management – Academic	Confidential	TOTAL
<b>Liebert Cassidy Whitmore</b>				
Handling Grievances	6	4	1	11
Legal Issues for Negotiators	2	2	1	5
Reduction in Staffing	1	2	4	7
Public Meeting Law & Public Records	2	2	5	9
Managing Overlapping Leave Laws and the Discipline Process	1	2	2	5
No Holes Barred Approach to Body Piercing, Tattoos and Dress Codes	0	0	3	3
Employee Due Process Rights and <i>Skelly</i>	22	0	3	25
Legally Compliant Strategies for Diversity	0	0	0	0
Promoting Safety in CCD	0	0	0	0
Preventing Harassment, Discrimination and Retaliation in the Academic Setting/Environment	51	7	4	62
Managing the Marginal Employee	N/A	N/A	N/A	N/A
Privacy Issues in Our Technological World	N/A	N/A	N/A	N/A

TRAINING COURSES OFFERED	DISTRICT	SAN BERNARDINO VALLEY COLLEGE	CRAFTON HILLS COLLEGE
<b>Safe Colleges</b>			
<b>Environmental</b>			
Asbestos Awareness	0	9	5
Back Injury and Lifting	9	56	21
Fire Extinguisher Safety	11	17	8
Hazard Communications: Right to Know	22	46	12
Hearing Loss Prevention	3	14	1
Heat Illness Prevention	0	2	0
Ladder Safety	0	4	0
Lockout/Tag out	3	37	10
Material Safety Data Sheets	0	0	0
Office Ergonomics	2	0	0
Personal Protective Equipment (PPE)	5	3	0
Slips, Trips, & Falls	3	37	10
<b>Health</b>			
Blood borne Pathogen Exposure Prevention	9	39	5
Cardiopulmonary Resuscitation (CPR)	0	0	0
First Aid	0	0	0
HIV/Aids Awareness	0	0	0
<b>Human Resources</b>			
CA AB1825: Sexual Harassment	13	18	9
Conflict Management: Staff-to-Staff	9	0	0
Diversity Awareness	13	19	9
New Hire Orientation	0	0	0
Sexual Harassment	13	18	9
<b>Nutrition Services</b>			
Food Safety and Kitchen Sanitation	0	0	0
Food borne Illnesses	0	0	0
<b>Transportation</b>			
City Driving	0	0	0
Defensive Driving	10	40	12
Road Rage	0	0	0
Winter Driving	0	0	0

TRAINING COURSES OFFERED	DISTRICT	SAN BERNARDINO VALLEY COLLEGE	CRAFTON HILLS COLLEGE
<b>Disaster Preparedness Emergency Management</b>			
Intro to SEMs	30	158	107
ICS 100	30	105	105
ICS 700	30	107	107
ICS 200	8	6	11
ICS 300 ab	14	10	10

**MISCELLANEOUS TRAININGS  
CONDUCTED AT THE CAMPUS OR DEPARTMENT LEVEL**

Injury & Illness Prevention Program

Hazardous Materials/Waste

Forklift Training Certification

Chemical Hygiene

Laboratory Safety

Accident Investigation

MSDS

Aerial Lifts

Blood borne Pathogen

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