



# Human Resources Reorganization Plan

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,
HR Specialist (Confidential)	Recruitment, Student Employment, Payroll	Employee Benefits, Leaves, K cf_Yf7ca d#5 Wta a cXUjcb Payroll  Administrative Support,

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

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.

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

**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:**

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- 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.



