Classified Staffing - Planning Process

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Classified Staffing Planning Process
- Purpose
- Scope - Phase 1
- Process
- Schedule
- Issues
- Status
- Scope - Phase 2
- Ideas for breakout groups
Purpose

- Develop College-wide staffing plan
- What is needed? → True needs
- What is budgeted?
  - Funded & filled
  - Funded & vacant
- What are the priorities across the College
  - Funded & vacant → True needs
- Recruit to College-wide priorities

Scope – Phase 1

- What is budgeted (funded)?
  - Filled
  - Vacant
- What are true needs (program review)?
- Classified vacancy review process –
  - Review & recommend
- Prioritize across divisions
  - Vice Chancellors decide
  - Chancellor approves
- Define ongoing process for managing staffing changes
Process

- By Division
  - Review and update POSITION CONTROL (POSN)
  - Review & update last year’s PROGRAM REVIEW for true needs
  - Prioritize unfunded true needs
  - Vacancy review & recommendations
  - Prioritize across Divisions
  - Document & approve ongoing classified staffing management process
  - Document issues for cleanup in Phase II

Schedule

- Original schedule → complete Phase I in summer
- Current schedule → complete Phase I in September
Issues

- POSN is not accurate as to funded & vacant
  - Position control # = license plate
    - Goes with the position, not the funds
  - Solution → do not reuse position control #'s
- POSN is not accurate as to the location of positions
  - Organization code
  - Physical location – example, Center

Status

- Division POSN and True Needs Review
  - Chancellor’s Office – 100% complete
  - Finance & Administration – 90% complete
  - Student Services – 90% complete
  - Academic Affairs – 60% complete
- September deadline at risk
  - Division plans complete – Sep 30
  - Ongoing process defined – Sep 30
  - Vacancy review complete – beginning of October
  - College-wide prioritization – mid-October
Scope – Phase 2

- POSN Clean-up
- Finalize Organization Charts
  - Funded positions only
- Recruit only
  - Funded
  - True Needs
  - Based on College-wide priorities
- Ongoing management by Vice Chancellors and Chancellor of priorities as funds become available and when organizational conditions change

Ideas For Breakout Groups

- How important is the Classified Staffing Plan to your work?
- How are you impacted by College-wide priorities for classified staffing?
- How can you support the Classified Staffing Plan and Process?