Office of Human Resources
Core Functions
2014

**Business Management**
- Senior Management Team Participation and Business Ally
- Strategic Planning
- College Committee Participation
- Benchmarking and Metrics
- Change Management
- Policy development and implementation
- Employee communication plans/strategies
- Fiduciary responsibilities
- Work process design (i.e., automation, paperless, efficiencies & effectiveness)

**Employment Services/Workforce Planning/Talent Management**
- Front Desk Operations
- Hiring strategy, plans, policies and procedures
- Staffing/Talent Management
- Pre-employment Conditions (I-9s, background screening, etc.)
- Employment Life Cycle (onboarding, offboarding, etc.)
- Data Processing/Analysis/Reporting
- Data Integrity/Auditing
- Records Management
- Student Employment

**Human Resource Development**
- Mandatory Training
- Mentoring
- Training and Development
- Cultural Competency Development
- Organizational Development
- Exit Interviewing

**Compensation and/or Incentive Plans**
- FLSA administration
- Salary recommendations/decisions
- Performance-related increases
- Annual Salary Program
- Position descriptions
- Employee classification
- Comp/market pricing and analysis
- Salary survey
- Retirement Planning/Reporting/Auditing
Benefits Administration
- Medical/Dental/Vision/etc.
- FMLA and other Leave administration
- Workers Compensation
- ADA Administration
- Tuition Remission
- Work/life balance
- Wellness program
- Retirement Planning/Reporting/Auditing

Employee & Labor Relations
- Labor-Management Meetings
- Union Contract Advising and Administration
- Performance Management Coaching and Advising
- Investigations
- Advising on Disciplinary Action
- Grievance Administration
- Employee Councils Management
- Mandatory Training
- Unemployment Administration
- Affirmative Action
- EEO Compliance

HRIS
- HRIS System Administration
- HR Process Support, Analysis, and Implementation
- HR Functional Support
- System(s) Maintenance
- HR Data Reporting and Analysis
- Data Management
- Data Standards & Practices Administration
- Employee Records Management
- Project Management & HR Liaison with IRT
- Software Selection and Implementation