



CERRITOS COLLEGE

Human Resources
Area Plan 2023-2024



EMP Goal E: Upgrading Educational Infrastructure

Technology and Software Resource Request

Optimum HQ:

1. TB digital platform

- \$24,000 (Recurring, General Funds)

2. Safe Return Migration from Daily Check-in to Contact Tracing

- \$28,000 (Recurring through 2026, Categorical Funds)
 - Cal/OSHA Title 8 Regulations – Subchapter 7, §3205(j)

3. Scanning

- Digital Conversion of all paper files in HR
- \$50,000 (One-time, General Funds)





EMP Goal F: Enhancing Organizational Effectiveness

COVID-19 Specialized Support

Compliance with Non-Emergency (CalOSHA) for Contact Tracing Cal/OSHA Title 8 Regulations – Subchapter 7, §3205(j)

1. HR Tech I

- Facilitate contact tracing and record keeping requirements
 - \$59,000 (Recurring, Categorical)





EMP Goal F: Enhancing Organizational Effectiveness

EEO Compliance

Conversion of HR Tech I to HR Tech II

Enhanced skill set required in order to facilitate EEO data tracking requirements due to EEO regulation updates

- \$5,000 (Recurring, General Funds)





EMP Goal F: Enhancing Organizational Effectiveness

Conversion of Temporary Staff to Permanent
Preservation of Existing Resources to maintain program operations

2 HR Tech I Positions with Existing Incumbents

- \$133,032 (Recurring, General Funds)

Temporary positions currently HEERF Funded:

- 1) HR Tech I – Operations (\$66,516)
- 2) HR Tech I – Facilitate Anonymous Applications (\$66,516)





EMP Goal C: Promoting Leadership & Staff Development

Future Direction and Allocation

POSITION	FUTURE NEEDED FUNDING
Benefits Advisor (NEW)	\$86,256.00
HR Tech II (NEW) (Data Support)	\$70,980.00
HR Tech II (NEW) (Part Time Faculty)	\$70,980.00
HR Manager (NEW)	\$101,040.00





Human Resources Area Prioritization of Resource Requests

- Please see attached spreadsheet





Questions & Answers

