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## HUMAN RESOURCES

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### MISSION STATEMENT

Human Resources' mission is to help campus units recruit, hire, and retain the best qualified and most diverse workforce possible. Our Offices exist to help managers and administrators manage human resources within their areas of responsibility with the same prudence and efficacy with which they must manage fiscal and physical resources.

At UCSC we value the work of all employees: academic, staff and student. Each Group contributes uniquely to the teaching, research, and public service mission of the campus. In turn, the campus is committed to providing, to the greatest extent possible, the resources and support employees need to perform their job duties effectively and efficiently. The following principles serve as guides to establishing and maintaining a productive, mutually rewarding relationship between the University and its employees.

- Create and sustain an environment that supports the efforts of all employees to realize, to the extent possible, their professional potential, provide opportunities for personal enrichment, and promote individual well-being.
- Provide a workplace free from any form of harassment, intimidation, or unlawful discrimination.
- Establish and maintain a work environment that promotes mutually respectful interactions between supervisor and the person supervised, and among employees.

(Fall 98 UCSC Employees)	FTE	Headcount Full & Part-time
1998-99 Total UCSC Faculty and Staff	2,672.30	
1998-99 Total UCSC Faculty, Staff and Students		5,487.00

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**HUMAN RESOURCES DEPARTMENTAL SUMMARY**

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	<b>1996-97</b>		<b>1997-98</b>		<b>1998-99</b>	
	<b>FTE</b>	<b>Budget</b>	<b>FTE</b>	<b>Budget</b>	<b>FTE</b>	<b>Budget</b>
<b>Administration and Development</b>	2.90	\$330,734	2.90	\$341,792	3.00	\$430,045
<b>Academic Human Resources</b>	6.90	\$287,242	6.90	\$298,461	6.64	\$304,333
<b>EEO/AA Diversity Program</b>	4.00	\$192,302	4.00	\$199,598	4.00	\$205,998
<b>Labor Relations</b>	3.00	\$144,663	3.00	\$150,159	3.00	\$155,571
<b>Payroll Personnel Support</b>	-		1.00	\$43,030	1.00	\$45,161
<b>Staff Human Resources</b>	21.40	\$1,017,517	21.78	\$1,072,813	22.93	\$1,185,100
<b>Title IX</b>	1.50	\$77,795	1.50	\$80,477	1.00	\$82,803
<b>HUMAN RESOURCES TOTAL</b>	<b>39.70</b>	<b>\$2,050,253</b>	<b>41.08</b>	<b>\$2,186,330</b>	<b>41.57</b>	<b>\$2,409,011</b>

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**HUMAN RESOURCES TOTAL**

	1996-97		1997-98		1998-99	
	FTE	Budget	FTE	Budget	FTE	Budget
<b><u>Category of Expense:</u></b>						
Staff Salaries	39.70	1,727,133	41.08	1,843,189	41.57	2,006,092
General Assistance		13,957		11,935		25,741
Nonsalary/Other		309,163		331,206		377,178
<b>TOTAL by Fund</b>	<b>39.70</b>	<b>\$2,050,253</b>	<b>41.08</b>	<b>\$2,186,330</b>	<b>41.57</b>	<b>\$2,409,011</b>
<b><u>Sources of Funds:</u></b>						
General Funds	37.20	1,789,855	38.64	1,923,748	39.13	2,067,810
UOF/OTT		118,208		118,208		104,089
Self-Supporting	2.50	142,190	2.44	144,374	2.44	217,612
Other						\$ 19,500
<b>TOTAL by Fund</b>	<b>39.70</b>	<b>\$2,050,253</b>	<b>41.08</b>	<b>\$2,186,330</b>	<b>41.57</b>	<b>\$2,409,011</b>

**FUNCTIONAL AREAS**

Academic Human Resources  
Diversity  
Labor Relations  
Human Resource Administration and Development  
Payroll/Personnel System [PPS]  
Regents Professors & Lectures  
Staff Human Resources  
Title IX

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**GOALS**

- Simplify Human Resource Process.
- Develop and implement a Human Resource Information System.
- Increase Customer Satisfaction.
- Provide continuing opportunities for training and education.
- Improve Communication and Interaction with Campus.
- Review processes to ensure that work is occurring at the appropriate level.

**ACTIVITY DATA**

- Continued review and modifications of HR processes and programs .
- Developed HR Web pages.
- Investigated, and mediated external agencies grievances/complaints.
- Implementing or revising programs such as Spousal Employment and Employee Orientation.
- Revising and presenting campus training programs.
- Developing automated solutions including: Applicant Tracking System, Academic Salary/History Database, Title IX Intake Database.
- Implemented automated tools for Thumbs-Up and Local Awards Process.