

Budget & Staff Management Strategies

CGS New Deans Institute
13 July 2013



San José State
UNIVERSITY

Staff Management Strategies

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San José State
UNIVERSITY



Context: San José State University

- Comprehensive university in Silicon Valley and a member of the California State University System
- Campus has about 30,000 students with ~18% graduate students
- Has 64 graduate programs: professional master's degrees, plus traditional research master's degrees, two Professional Science Master's and a Doctor of Nursing Practice
- Union-based work force



General Principles – Staff Management

- Union-based environment?
- Contract constraints and regulations?
- Available resources?
 - Human Resources?
 - Employee Assistance Program?
- Examine Position Description
 - Is the Position Description up-to-date?
 - Is the staff member a good fit?
- Provide feedback
 - Informal / Formal / staff review process