

# **Budget & Staff Management Strategies**

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**CGS New Deans Institute**  
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**San José State**  
UNIVERSITY

# Staff Management Strategies

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**San José State**  
UNIVERSITY



# Context: San José State University

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- 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, traditional research master's degrees, two Professional Science Master's, a Doctor of Nursing Practice and an Education Doctorate
- Union-based work force



# General Principles – Staff Management

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- 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