

Peralta Community College District
Delineation of District & College Services and Functions

Human Resources & Employee Relations/ Safety	District	Colleges
Risk Management		
1. Safety Training & Emergency Preparedness	P	S
2. College Safety Meetings (chaired by Business Officers) and District Safety meetings.	S	P
3. Ergonomic assessments	P	S
4. Employee Accommodations	P	S
5. Liability Assistance	P	N/A
EEO Plan Implementation & Monitoring	P	S
Complaints & Grievances	P	P
Labor Negotiations	P	S
Evaluations		
1. Faculty	SH	SH
2. Classified	SH	SH
3. Managers	SH	SH
Recruitment	P	S
Hiring Process	P	S
Professional Development		
1. Faculty	SH	SH
2. Classified	SH	SH
3. Managers	SH	SH
Reclassification	P	S
Years of Service	P	S
Part-time Faculty Load Tracking	S	P
Leave Absence Reporting & Timesheets	P	S
Complaints & Grievances	P	S
Stipend Calculations & Faculty Release Calculation	S	P
Finance	District	Colleges
Budget	P	S
Accounts Payable	P	S
Accounts Receivable	P	S
Payroll	P	S
Purchasing	P	S
Internal Audit	P	S

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Finance		District	Colleges
Bond Oversight		P	S
OPEB		P	N/A
Grants Management		S	P
Independent Consultant Contracts (ICC)		S	P
Auxiliary Enterprises		S	P
Travel & Expense Claims		S	P
Informtaion Technology		District	Colleges
IT Services			
1. Network Services		P	S
2. Enterprise Services		P	S
3. Learning Management System		P	S
MIS Reporting		P	S
Directory Services		P	S
Academic Affairs		Disrtict	Colleges
Program Review-Colleges		S	P
Curriculum		S	P
Strong Workforce Program		S	P
Tenure Review		S	P
Enrollment management		S	P
Online Education		S	P
AC Transit		P	S
Dual Enrollment		SH	SH
Non Credit		S	P
Admissions-Application		S	P
Student Affairs		District	Colleges
Outreach/Recruitment		S	P
Assessment/Placement		NA	P
Orientation		NA	P
Education Plan (Abb/Comp)		NA	P
Registration		S	P
Early Alert		NA	P
Transcript Evaluations		SH	SH

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Student Affairs	District	Colleges
Transcript Issuance	P	S
Graduation Petitions	S	P
Award (Diploma) Issuance		
Bookstore	S	P
Financial Aid		
1. Marketing/Outreach	S	P
2. Processing & Awarding	S	P
3. Auditing	P	S
4. Compliance with Federal Government	SH	SH
5. Disbursement	S	P
6. Financial Literacy/Wellness	N/A	P
7. Satisfactory Academic Progress Tracking	N/A	P
8. Scholarships	N/A	P
Student Activities	N/A	P
Student Government	N/A	P
Student Code of Conduct	S	P
Child Care	SH	SH
Facilities Planning & Operations (District General Services)	District	Colleges
Capital Outlay and Construction	P	S
Maintenance and Operations		
1. Grounds	S	P
2. Engineers	S	P
3. Custodians	S	P
Receiving Department (Warehouse)	SH	SH
Purchasing	SH	SH
Duplicating and Mail Room Services	SH	SH
Fleet Maintenance	SH	SH
Research & Planning	District	Colleges
Institutional Research	SH	SH
MIS Reporting	P	S
Data Warehouse	P	S
PBIM	P	S

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Research & Planning	District	Colleges
Program Review Infrastructure & District Service Center	P	S
Safety & Security	District	Colleges
Police Services	P	S
Security Services	P	S
Clery Reporting/Compliance	P	S
Safety Aids	S	P
Emergency Preparedness	SH	SH
International Education	District	Colleges
International Student Service Center (F-I, J-1, B-2 (and other non-immigrant categories) services		
1. Admissions	P	S
2. Advising	P	S
3. Counseling	S	P
4. Student Exchange Visitor Information System (SEVIS) compliance	P	N/A
5. Recruitment	P	N/A
6. Partnerships	P	S
7. Events	P	S
8. Study Abroad	SH	SH
Public Information	District	Colleges
Public Information Coordination	SH	SH
Marketing & Media Relations	S	P
Web	SH	SH
College Schedules/Catalogs	S	P
Legal Services	District	Colleges
Contract Review	P	S
Insurance	P	N/A
Personnel Support	P	S
Board Meetings	P	N/A
Legal: Policies/Procedures Compliance	P	S
Public Records/Subpoenas	P	S
Workforce Development & Continuing Education	District	Colleges
Contract Education		

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Workforce Development & Continuing Education	District	Colleges
1. Not for Credit	P	S
<i>Employer Engagement</i>		
<i>Designing Offerings</i>		
2. Credit/Noncredit	S	P
<i>Liaison with Employer/College</i>		
3. Grant Cultivation	SH	SH
4. Apprenticeships	S	P
5. Community Education	P	S
6. Business & Industry Outreach/Cultivation	SH	SH
7. Adult Education Consortium Coordination	S	P
Foundation & Advancement	District	Colleges
Scholarships	S	P
Managed Accounts	S	P
Fundraising & Advancement	SH	SH
Receiving Donations/Gifts	P	S