ACC Career Connections
(Formerly the GATES Program)

A TALENT MANAGEMENT PROGRAM
What is Talent Management?

- Ensuring the College has the right talent, in the right place, at the right time
- Preparing, developing, and retaining employees for current and future needs of the College
- Building a cadre of talent so that when opportunities become available, there is a pool from which to choose
- Providing promotional opportunities for employees

IT IS AN INVESTMENT IN HUMAN CAPITAL!
Why Have a Talent Management Program?

- Prepare qualified individuals to fill leadership roles
- Support internal skill development needs as jobs change
- Meet increased competition for hard-to-fill slots
- Retain talented employees
- Develop talent where ACC needs it most
- Be a leader within the community college sector and Austin area
The ACC Career Connections Program Goals

- Focuses on the changing skills and knowledge requirements for staff.
- Recognizes that management and employees will be involved with individual career development.
- Results in a more positive measure of employee satisfaction.
What are the Components?

Institution/Administration
- Goal Identification
- Budget/Labor Planning
- Needs Assessment
- Gap Analysis
- Job and Pay Structures
- Career Paths
- Succession Planning
- Rewards/Recognition

Employee
- Skills/Knowledge/Experience
- Career Path Planning
- Training & Development
- Identifying Positions
- A Personal Choice

Talent Sourcing Integration
- Selection Process
- Employee Testing
- Performance Management
- Skills Inventory Maintenance
- Delivery & Tracking of Professional Development Opportunities
## Proposed Phases

<table>
<thead>
<tr>
<th>PHASE</th>
<th>ACTION ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I</td>
<td>Create career pathways — Implementation Fall 2012</td>
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<tr>
<td></td>
<td>PROPOSED FOR FUTURE DEVELOPMENT</td>
</tr>
<tr>
<td>Phase II</td>
<td>Conduct a labor force talent gap analysis</td>
</tr>
<tr>
<td>Phase III</td>
<td>Create a talent assessment and inventory system;</td>
</tr>
<tr>
<td></td>
<td>Enhance professional development program</td>
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<tr>
<td>Phase IV</td>
<td>Develop a succession plan</td>
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</table>
PHASE 1: CAREER PATHS
Proposed Phase I Steps

- Develop career paths
  - Vertical and horizontal growth paths
  - Based on functional job families
  - Key components include education, skills, knowledge, and experience.

- Obtain feedback from Administration and employee groups.

- Identify possible concerns in the career path progression process.

- Create a career path website that provides assistance in career path decision making from the employee perspective.

(CONTINUED NEXT SLIDE)
Proposed Phase I Steps (Continued)

- Make changes in current processes to open career gate opportunities:
  - Leadership Academy
  - Supervisory training for non-supervisors
  - Trainee positions
  - Promotion process
  - Skills testing

- Communicate plan to employees.
Career Paths

- Provide a foundation for talent management by creating a web based, defined, visual path of career progression within a job family and for transitions to related positions.

**For Example: Administrative Assistant Job Family and related Jobs**

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Sr Exec Asst PG 15
   Exec Asst PG 12
  Sr Admin Asst PG 10
  Admin Asst III PG 8
  Admin Asst II PG 6
  Admin Asst I PG 4
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PG 12: Specialist, CE Special Events
PG 10: Asst, CE Teacher Certification; Specialist, Building; Specialist, CE Business Operations
PG 11: Specialist, Record Center
PG 10: Asst, Evaluation; Asst II, HR
PG 9: Asst, Supplemental Instruction
PG 8: Asst I, HR; Asst, CCAT; Asst, CE Program; Asst, Student Helpline; Asst, Student Life, Asst, Work Control; Asst, Records & Information; Clerk, Document Imaging; Clerk, Records & Information; Asst, Admissions; Asst, Student Services
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Provide for opportunities to move into new career paths from a specific position.

For example:
Administrative Assistant to Student Services or Admissions Family

Admin Asst III PG 8

Admin Asst II PG6

PG 15: Supervisor, Advising
PG 15: Supervisor, CCAT
PG 13: Specialist, Advising/Student Services
PG 11: Specialist, Assessment/Advising
PG 13 Specialist, CCAT
PG 13: Specialist, Transfer Academy
PG 8: Assistant CCAT

PG 8: Assistant, Student Services

OR

PG 20: Registrar
PG 17: Registrar, Associate
PG 15: Supervisor, Admissions & Records
PG 15: Supervisor, International Student Admissions & Records
PG 12: Specialist, International Student Services
PG 10: Assistant, Senior Admissions
PG 10: Specialist, Degree Audit
PG 8: Assistant, Admissions

With additional skills or education, can move up within that new family.
# Example: Requirements in Student Learning Services

<table>
<thead>
<tr>
<th>Title/ Pay Grade</th>
<th>Education</th>
<th>Years of Exp</th>
<th>Supr</th>
<th>Knowledge</th>
<th>Skills</th>
<th>Computer</th>
<th>Lic</th>
<th>Physical</th>
<th>Other</th>
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</thead>
<tbody>
<tr>
<td>Director/23</td>
<td>Master’s</td>
<td>2</td>
<td>x</td>
<td>Budget, finance, leadership, pedagogy</td>
<td>Interpersonal, Collaborative, Prioritizing, Reporting, supervisory, planning, communications</td>
<td>Proficient using standard office software applications</td>
<td>NA</td>
<td>Standard Office</td>
<td>Reliable transportation</td>
</tr>
<tr>
<td>Learning Lab Manager/16</td>
<td>Bachelor’s</td>
<td>3</td>
<td>x</td>
<td>Budget, Learning labs, tutoring, funding, supervisory</td>
<td>Interpersonal, organizational, coordinating, technical, supervisory</td>
<td>Proficient using standard office software applications</td>
<td>NA</td>
<td>Standard Office; lift 20 pounds</td>
<td>Knowledge of LAN operations</td>
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<tr>
<td>Specialist, Math Tutoring/10</td>
<td>Bachelor’s</td>
<td>2</td>
<td></td>
<td>Tutoring, learning materials</td>
<td>Interpersonal, organizational, tutoring, teaching</td>
<td>Proficient using standard office software including educational software</td>
<td>NA</td>
<td>Standard Office; lift 20 pounds</td>
<td>NA</td>
</tr>
<tr>
<td>Assistant, SI/9</td>
<td>Associate’s OR Equivalent</td>
<td>2</td>
<td></td>
<td>College learning processes, office procedures</td>
<td>Interpersonal, organizational, office</td>
<td>Intermediate level using standard office software applications</td>
<td>NA</td>
<td>Standard Office; lift 10 pounds</td>
<td>NA</td>
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# Timeline

<table>
<thead>
<tr>
<th>MONTH</th>
<th>ACTION ITEMS</th>
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<tbody>
<tr>
<td>November 2011</td>
<td>Review plan for proposed Career Connections Program with PLT and Employee Associations</td>
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<tr>
<td>January 2012 – June 2012</td>
<td>Development of Phase I – Career Paths</td>
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<tr>
<td>June 2012</td>
<td>Present results to PLT and Employee Associations</td>
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<tr>
<td>July 2012 – August 2012</td>
<td>Roll out Career Connections Program with campus visits</td>
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<tr>
<td>Fall 2012</td>
<td>Implement Phase I – Career Paths</td>
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QUESTIONS?
COMMENTS?
SUGGESTIONS?