

Human Resources Analyst-Academic/Classified  
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=232852>

Downloaded On: Jun. 30, 2024 10:28am

Posted Mar. 13, 2024, set to expire Jul. 13, 2024

**Job Title** Human Resources Analyst-Academic/Classified  
**Department** Human Resources  
**Institution** Butte-Glenn Community College District  
Oroville, California

**Date Posted** Mar. 13, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Human Resources

**Job Website** <https://www.schooljobs.com/careers/buttecc/jobs/4426247/human-resources-analyst-academic-classified>

**Apply By Email**

**Job Description**

**POSITION HIGHLIGHTS:**

The position of Human Resources Analyst is utilized as a generalist in the Human Resources Department and may be assigned to either faculty or classified support roles. This particular position will be assigned to faculty support. If you are interested in this position you will need to be able to develop collegial working relationships with faculty and administrators from across the District. Attention to detail will also be important; if hired you would issue faculty contracts, provide recommendations on starting salaries, set up new employee electronic records, conduct or participate in new hire orientations, and provide support to department chairs, Deans, and others in terms of collective bargaining agreement interpretation for two faculty units (and other duties too, this is not an exhaustive list). You may also be involved in employee relations activities, such as conducting investigations and reviewing related documents. We expect that there will be a learning curve for the successful candidate to learn the aspects of the job (some of which may take place on an annual basis), and we have internal resources to support you as you learn this position. If you are ready to

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roll up your sleeves and get to work with us, we would welcome your application. Thank you!

The work schedule for this position is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer, the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m., with Friday off.

**Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.**

### **REPRESENTATIVE DUTIES, MINIMUM QUALIFICATIONS, DESIRED QUALIFICATIONS:**

Please visit the [class specification](#) to see the representative duties, minimum qualifications, desired qualifications, and other requirements of the position.

### **DIVERSITY QUALIFICATION:**

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation, and ethnic backgrounds of community college students and staff.

### **APPLICATION INSTRUCTIONS:**

All applicants, including current Butte College employees, must submit all required documents with the online application in order to move forward in the recruitment process.

### **REQUIRED ATTACHMENTS:**

- **Resume or Vita**
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds.
  - **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

### **REQUIRED UPON HIRE:**

- **Transcripts of Academic Work:** Official transcripts will be required upon hire. All offers of employment are contingent upon the submission of official transcripts showing completion of the degree. NOTE: Transcripts are not a required attachment during the application process.

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- Foreign Transcripts: If you have foreign transcripts, you must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service or [visit our website](#).
- Equivalency: If the position has an education equivalency component within the minimum qualifications and you are applying under equivalency, transcripts will not be required.

### **PRE-EMPLOYMENT REQUIREMENTS:**

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
3. As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

The eligible list established from this recruitment will be used to fill the current vacancy, and possibly future vacancies for positions with the same class specification.

The District reserves the right to modify, rescind, or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The District offers a comprehensive benefits package for employees/family members: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, contribution to the Public Employees Retirement System (PERS) or State Teachers' Retirement System (STRS), 403b and 457 tax shelter retirement plan, accrued vacation days and sick days. For more information please click on the link below.

[Fringe Benefit Summary](#)



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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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