

TEMPORARY Human Resources Analyst (Confidential)
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242212>

Downloaded On: Aug. 31, 2024 8:19pm

Posted Jul. 26, 2024, set to expire Jul. 23, 2025

Job Title	TEMPORARY Human Resources Analyst (Confidential)
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Jul. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Human Resources
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Job Description

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TEMPORARY Human Resources Analyst (Confidential)

Salary: \$41.72 - \$51.31 Hourly

Location: SCCC District Office - Fresno, CA

Job Type: Temporary

Division: DO Human Resources

Job Number: 202400142-T

Closing:

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General Purpose

Under direction, leads and performs complex and varied technical, professional and confidential work required to administer human resources programs, including employee and labor relations, job analysis and compensation, training and development, equal employment opportunity, and other special human resources programs; performs research and analysis to develop information used in negotiations and formulates and recommends effective bargaining language, strategies and techniques related to a variety of program areas; conducts workplace investigations often focused on contested allegations that involve potential violation of the District's standards, policies, ethics or the law; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides work direction to lower-level staff and monitors work for accuracy; provides instruction/training on HR work processes to staff; provides input to supervisor on employee work performance and behavior.
- Provides professional advice and counsel to administrators, managers, employees, bargaining unit representatives and the public on human resources policies, procedures and the interpretation and application of collective bargaining agreements, Personnel Commission rules, and state and federal laws applicable to human resources management.
- Collects, analyzes and reports on data/material utilized by the District Director of Human Resources and the Vice Chancellor, such as market compensation and benefits data; develops recommendations on salary structures and class placement within the grade structure; provides District data as a participant in various external surveys.
- Conducts classification studies and desk audits; develops and recommends job duties for new/revised classification specifications; provides the Personnel Commission with input on a classification's education, experience and other requirements; assesses any reclassification appeals and documents conclusions; revises class specifications based on reclass actions, if warranted.

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- Reviews and analyzes employees' working-out-of-class requests; conducts research, assesses comparability of duties, interviews managers and employees, consults with job experts and gathers other necessary information; develops findings, conclusions and recommendations and prepares reports.
- Reviews report documents of completed interactive discussion meetings and ensures doctors' notes on restrictions are in accordance with ADA and FEHA; ensures each restriction is addressed on the form and a proper accommodation, where possible, is noted; reviews requests for modified duty and permanent restrictions; educates managers on the importance of conducting interactive discussion meetings and assists them with completing the interactive discussion meeting form.
- Participates in the District's collective bargaining process by researching and collecting data/information, making recommendations on District proposals and providing input to contract language; maintains official records of bargaining sessions.
- Conducts effective, thorough and impartial investigations of complex and sensitive workplace complaints of discrimination, harassment, retaliation and other policy violations; identifies and documents the scope of the investigation and the process to be followed; interviews complainants, respondents and witnesses; researches and analyzes relevant facts, documents, policies and legal guidance; safeguards the confidentiality of the investigation; prepares report of findings and conclusions.
- Reviews and evaluates Board policies and administrative regulations; recommends updates where warranted.
- Conducts a variety of special projects as directed by the District Director of Human Resources and the Vice Chancellor.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

OTHER DUTIES

- Serves on or leads committees, work groups and task forces.
- Recommends, develops, implements and revises policies, procedures and operational guidelines

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to improve and/or clarify processes.

- Contributes to ensuring information on the District HR website is accurate and up to date.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices and techniques of human resources management, including job analysis and classification, performance planning/appraisal, compensation plan design and administration, training and development and equal employment opportunity.
- Employee relations principles and practices.
- Labor relations principles and practices, including negotiation, collective bargaining agreements and contract administration.
- Principles, practices and methods of administrative, organizational and management analysis.
- Applicable sections of the California Education Code and other applicable federal, state and local laws, rules and regulations.
- Principles and practices of sound business communication.
- Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
- Research methods and analysis techniques.
- Practices and techniques of workplace investigations.
- Safety policies and safe work practices applicable to the work being performed.
- Personnel Commission Rules, Board Policies, Administrative Regulations and Human Resources procedures.

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Skills and Abilities to:

- Develop and implement comprehensive, effective human resources programs in assigned areas.
- Analyze a variety of administrative, organizational and personnel management problems and consult effectively with administrators and managers to develop solutions.
- Utilize human resources information systems (HRIS) and query tools to extract data from databases for interpreting and communicating data.
- Participate effectively as a District representative in union contract negotiations.
- Effectively conduct interviews for a myriad of purposes, glean pertinent, essential information and knowledge from the subject.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Maintain confidentiality of information and work products.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.

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- Communicate effectively, both orally and in writing.
- Prepare and present periodic training sessions as directed.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in human resources, industrial relations, public administration or a closely related field, and at least four years of progressively responsible experience in the human resources function, preferably in an institution of higher education; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands



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While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; accommodate stressful situations; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4542106/temporary-human-resources-analyst-confidential>

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Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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