

Human Resources Specialist  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254849>

Downloaded On: Apr. 2, 2025 2:34pm

Posted Mar. 25, 2025, set to expire Apr. 18, 2025

**Job Title** Human Resources Specialist  
**Department** Human Resources  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Mar. 25, 2025

**Application Deadline** 04/18/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Human Resources

**Apply Online Here** <https://apptrkr.com/6096846>

**Apply By Email**

**Job Description**

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**Human Resources Specialist**

**Rancho Santiago Community College District**

**Salary Range:** Grade 13: \$67,905.79 - \$86,732.20

**Job Type:** Full Time

**Job Number:** CL25-01153

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**Location:** Santa Ana, CA

**Division:** DO Human Resources

**Closing:** 4/18/2025 5:00 PM Pacific

### POSITION DETAILS

#### About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

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**About the Position** The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

### Position Overview

The Human Resources Specialist performs difficult and specialized work requiring detailed knowledge of the Human Resources procedures, policies and precedents relative to personnel records, employee recruitment and human resources programs. Performs related duties as required. This class reports to the appropriate manager. This position is responsible for resolving factual or procedural questions and may direct the work of hourly employees and staff in Human Resources.

### Representative Duties

1. Accepts and reviews hiring documents of new employees.
2. Informs district employees about Human Resource regulations, procedures, benefits and forms.
3. Serves as liaison between Human Resources and payroll.
4. Assumes responsibility for special projects.
5. Responsible for appropriate Human Resources items for the human resources docket.
6. Researches, compiles and presents data surveys and reports related to assigned group of employees.
7. Prepares and types of correspondence.
8. Maintains files relative to specialized area of responsibility.
9. Serves as reference source to interpret and apply complex personnel laws, policies, procedures and regulations; responds to requests/inquiries from employees, the public and/or outside

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agencies.

10. Orders office supplies and forms.
11. Updates and maintains data on various human resources information systems.
12. Gives out information at a public counter.
13. Answers telephone inquiries,
14. Prepares and distributes information on various regulations.
15. Composes and distributes a variety of human resources information to staff members.
16. Tracks and monitors hepatitis B and tuberculosis testing in compliance with Education Code and Cal-OSHA regulations.
17. Notifies employees of need to update work authorizations.
18. Oversees fingerprinting and criminal history reports.
19. Notifies and monitors employees who must be reprinted.
20. Bills the appropriate department for fingerprinting costs and verifies appropriate account numbers are being used; notifies Assistant Vice Chancellor of Human Resources of any employees with criminal history reports.
21. Operates office machines, including a computer with appropriate software.
22. Reviews independent contractor agreements to meet federal guidelines.
23. Responsible for completion and processing of employment documents in accordance with federal and state laws.
24. Prepares and is responsible for dissemination and completion of appropriate employment documents.
25. Accepts and verifies authenticity of documents for employment eligibility.
26. Processes, reviews, tracks, monitors and maintains I-9 authorization forms in compliance with regulations.
27. Prepares written and verbal verifications of employment, verifications of work experience and unemployment insurance.
28. Processes hiring, changes in salary assignment, terminations, step increases and column changes for academic hourly employees.
29. Responsible for notification of required documentation and ensuring compliance with minimum qualifications for faculty.
30. Researches and analyzes employee assignments to ensure Education Code and district limitation are not exceeded.
31. Prepares and distributes recruitment material.
32. Coordinates the travel arrangements and reimbursement for out-of-town applicants.
33. Places ads in defined recruitment areas.
34. Participates in recruitment efforts including job fairs.
35. Accepts and screens applications in accordance with qualification specifications.

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36. Assembles and prepares selection packets to be used by the screening and interviewing committees.
37. Monitors selection progress and deadlines.
38. Schedules, administers and maintains assessments.
39. Maintains and updates the applicant tracking system and human resources website.
40. Coordinates the scheduling of interviews and special testing.
41. Maintains clerical applicant pool for part-time substitute positions.
42. Performs clerical tasks related to assigned area.
43. Directs the work of hourly staff and substitutes.

**Knowledge and Abilities**

Knowledge:

1. Proper English usage, spelling, vocabulary and grammar;
2. Basic arithmetic;
3. Employee selection systems, affirmative action activities, and employee benefits desirable;
4. Office machines, filing systems and records checking;
5. Modern office practices and procedures.

Familiarity with:

General personnel practices and procedures.

Ability:

1. Follow written and oral directions;
2. Learn and apply specialized procedures;
3. Establish and maintain effective and cooperative working relationships;
4. Learn and support other positions;
5. Make decisions regarding personnel transactions in accordance with laws, regulations, and established procedures, while recognizing those issues which should be referred to the supervisor or administrator;
6. Work independently;
7. Operate a variety of office machines including a computer and appropriate software.

**QUALIFICATIONS**

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### **Minimum Qualifications**

Any combination of training and/or experience equivalent to an AA degree and three years of progressively responsible office experience, including one year involving some independent responsibility for a human resources program or activity.

### **Additional Qualifications**

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

### **APPLICATION PROCESS**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

### **Application Screening**

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation

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- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

### **Disability Accommodations**

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

### **Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

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**EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4867938/human-resources-specialist>

**Contact Information**

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

**Contact**

Human Resources  
Rancho Santiago Community College District

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