

Senior Human Resources Analyst
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254850>

Downloaded On: Apr. 2, 2025 2:35pm

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

Job Title Senior Human Resources Analyst
Department Human Resources
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Mar. 25, 2025

Application Deadline 04/25/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Human Resources

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Job Description

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Senior Human Resources Analyst

Rancho Santiago Community College District

Salary Range: Grade L: \$97,016.53 - \$130,035.54

Job Type: Full Time

Job Number: CL25-01154

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Location: Santa Ana, CA

Division: DO Human Resources

Closing: 4/25/2025 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, classified staff, 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 foster an inclusive and collaborative institutional culture that engages and supports faculty, classified staff, and students in achieving the college's mission and goals. The candidate should demonstrate the ability to lead and manage teams effectively while addressing the unique needs of diverse individuals within the organization. They should exhibit sensitivity, equity-mindedness, and a commitment to anti-racism in their decision-making and interactions. Through strategic leadership and inclusive practices, they will empower students to reach their educational and career aspirations while ensuring faculty and classified staff are supported in fostering a creative, confident, and thriving community college environment.

Position Overview

The Senior Human Resource Analyst performs complex and specialized administrative studies and analysis of the Human Resource Department's procedures, policies and precedents related to personnel, recruitment, classification, compensation, benefits and other Human Resource functions for all employees. The position performs at full journey-level, making independent recommendations and conducting independent research of factual and procedural questions for the solution of a full range of related issues. The Senior Human Resource Analyst reports and performs their duties under the general supervision of the Human Resource Manager and may direct the work of hourly employees and staff in Human Resources.

Representative Duties

1. Assist and supports high-level Human Resource projects including but not limited to data analytics, classification/compensation studies, improvement audits, Human Resource information systems and employee records.
2. Provides recommendations in the interpretation and application of policies, procedures, regulations, memorandum of understanding and collective bargaining agreements.
3. Reviews, evaluates, and facilitates the processing of hiring documents of new employees.

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4. Provides information to District employees about Human Resource regulations, procedures, benefits and forms.
5. Serves as liaison between Human Resource and Payroll in ensuring that operations needs are met.
6. Assists in the implementation of multi-stakeholder onboarding programs, employee lifecycle programs, technology programs, and other programs as required.
7. Maintains, prepares, and reports appropriate Human Resource items for the Human Resource docket.
8. Analyzes and makes recommendations concerning operational and technical matters in specified areas of Human Resources; considers conflicting or divergent opinions and produces mutually acceptable solutions to issues.
9. Provides analysis and serves as a reference source in the interpretation, application, and compliance of county, state, and federal regulations and guides concerning employment and Human Resource administration.
10. Administration of employee leaves of absence programs; ensure compliance with all federal, state, and local laws and regulations as well as District Board policies and Administrative Regulations; oversee the maintenance of databases including FMLA and family illness database.
11. Serves as a technical expert within specialized areas of Human Resource and develops new or revised methods of meeting problems within different levels, sensitivity, or dynamics.
12. Prepares written recommendations and submits them for review with investigative, factual, and analytical data in appropriate format.
13. Researches, compiles, and presents data surveys and reports related to assigned group of employees.
14. Assists and supports in the preparation, maintenance, and analysis of confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.
15. Responds, advises, and provides consultations to requests/inquiries from employees, the public and/or outside agencies.
16. Coordinates team projects or independently carries out special assignments under general supervision.
17. Communicates orally or in writing, utilizing data, graphic representations, or reference information, with other Business Partners, administrators, staff, and the public regarding Human Resource related questions or topics.
18. Represents Human Resource in meetings, hearings, conferences, workshops, or negotiations as assigned.
19. Assists in the orientation, onboarding, or training of new or existing District employees or faculty as assigned.

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20. Researches and analyzes employee assignments to ensure compliance with the Education Code, minimum qualifications and District Administrative Regulations.

Knowledge and Abilities

Thorough knowledge of:

1. Applicable sections of California Education Code, Title 5: Americans with Disabilities Act, California Labor Laws, California Housing and Employment Act, the California Family Rights Act, and other applicable Federal and State laws and regulations.
2. Principles of Human Resource programs, practices, and techniques.
3. Project management principles and implementation of Human Resource processes, procedures, and policies.
4. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/Human Resource software.
5. General personnel, recruitment and class practices and procedures.
6. Employee selection systems, and employee benefits.
7. Office machines, filing systems, and records checking.
8. Modern office practices and procedures.

Ability to:

1. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
2. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
3. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
4. Clearly communicate ideas and recommendations.
5. Write and provide comprehensive reports clearly and concisely.
6. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
7. Display independent analytical capabilities and a process improvement mentality.
8. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
9. Collaborate in both small team and large, cross-functional environments.
10. Gather and analyze data, reason logically and draw valid conclusions.

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11. Analyze situations and make appropriate decisions and/or recommendations.
12. Work with and provide direction to other employees in the completion of the day-to-day work.
13. Excel in an ever-changing environment using an ambitious mindset.
14. Maintain confidentiality of non-public information.

QUALIFICATIONS

Education and Experience

A Bachelor's degree in Human Resources Management, Personnel Administration, Business Administration or related field or equivalent education, training and/or experience and two (2) years recent experience in personnel involving the interpretation of laws and policies.

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 online Rancho Santiago Community College District 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. Cover Letter
3. Resume - details all relevant education, training, and other work experience

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or

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the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

Application Screening

In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Education experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socio-economic community.
7. Demonstrated ability to work cooperatively with others.

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



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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)
4. Submit official transcripts.

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/4867745/senior-human-resources-analyst>



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Contact Information

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

Contact

Human Resources
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