

**TEMPORARY Human Resources Analyst (Part-Time)**  
**State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=255961>

Downloaded On: Jun. 6, 2025 5:53am

Posted Apr. 21, 2025, set to expire Jul. 23, 2025

**Job Title** TEMPORARY Human Resources Analyst (Part-Time)  
**Department**  
**Institution** State Center Community College District  
Fresno, California

**Date Posted** Apr. 21, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Human Resources

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**Job Description**

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**TEMPORARY Human Resources Analyst (Part-Time)**

**Salary:** \$39.73 - \$48.87 Hourly

**Location:** SCCC District Office - Fresno, CA

**Job Type:** Temporary

**Division:** DO Personnel Commission

**Job Number:** 202500037 - T

**Closing:**

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### **General Purpose**

Under direction, leads and performs complex and varied technical and professional work required to administer human resources programs, including recruitment/testing and selection, employee relations, job analysis and position classification, training and development, and other special human resources programs; performs research/analysis and a wide range of functions to support the Personnel Commission; 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 and PC work processes to staff; provides input to supervisor on employee work performance and behavior.
- Provides professional advice and counsel to administrators, managers, employees and the public on human resources policies, procedures and the interpretation and application of Personnel Commission rules and state/federal laws applicable to human resources management.
- Assists with the design and implementation of employee recruitment, testing and selection programs; ensures all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines; assists in developing recruitment methodologies, timelines and advertisement venues; creates position-specific testing materials, reviews with subject-matter experts and hiring managers, and coordinates with contracted testing firms; recommends examination pass points; obtains and reviews test panelists and oral board participants; reviews and evaluates candidate testing results to ensure lack of adverse impact; based on exam results, creates and certifies eligibility lists and notifies applicants; makes offers of employment; assists in establishing salaries and conducting pay negotiations for candidate placement; initiates and tracks pre-employment requirements for new hires.
- Coordinates the lateral transfer process for classified employees; for vacant positions, posts applications for internal candidates and screens applications for validity; certifies and places qualified candidates on a lateral list; notifies applicants of non-eligibility.
- Reviews and completes Classified Personnel Action Forms for job offers and any lateral,

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promotional, rehire, voluntary demotion or classification changes.

- Communicates and coordinates with hiring department managers to receive approvals for employment; gathers hiring information and makes job offers; negotiates salaries; initiates the employee onboarding process.
- Conducts job analysis, reclassification and classification studies for new and existing classification; writes, revises and reviews class specifications; ensures up-to-date copies are posted on the Personnel Commission portion of the District website; reviews and analyzes employee working-out-of-class requests for non-bargaining unit employees; performs comparability of duties analyses; prepares findings/recommendations and writes reports.
- Prepares a variety of recommendations, backup material and agenda items for monthly Personnel Commission meetings and for Commission approval.
- Conducts a variety of special projects as directed by management or the Personnel Commission; works with the District Director to review and resolve disciplinary appeals.
- Conducts salary surveys and wage studies; analyzes and reports on data/material utilized by management including market compensation and benefits data; develops recommendations on classified salary structure and class placement within the grade structure; provides District data as a participant in various external surveys.
- Prepares and conducts a variety of presentations and training sessions.
- 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.

### OTHER DUTIES

- Serves on or leads committees, work groups and task forces.
- Recommends, develops, implements and revises Personnel Commission policies, procedures and operational guidelines to improve and/or clarify processes.
- Contributes to ensuring information on the Personnel Commission website is accurate and up to

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date.

- Proctors competency and performance examinations, as needed.
- Performs related duties as assigned.

### **Employment Standards / Minimum Qualifications**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### *Knowledge of:*

- Principles, practices and techniques of human resources management, including recruitment, testing and selection, job analysis and classification, performance planning/appraisal, compensation plan administration, training and development and equal employment opportunity.
- District and Personnel Commission rules and procedures governing recruitment, testing, selection and position classification.
- District and Personnel Commission organization, operations, policies, objectives and applicable legal requirements, including the Brown Act.
- Principles, practices and methods of administrative, organizational and management analysis.
- Applicable sections of the California Education Code and federal, state and local laws, rules, regulations and court decisions.
- 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.
- Safety policies and safe work practices applicable to the work being performed.

##### *Skills and Abilities to:*

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- Develop and implement comprehensive human resources programs in assigned area of responsibility.
- Analyze a variety of administrative, organizational and personnel management problems and consult effectively with administrators and managers to develop solutions.
- Assist with classified employee recruitment, testing and selection programs and processes.
- Utilize human resources information systems (HRIS) and query tools to extract data from databases for interpreting and communicating data.
- 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, statistical analyses, reports, studies and other written materials, including recruitment practice analysis for diverse workforce objectives.
- 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.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Prepare and present periodic training sessions as directed.
- Understand and follow written and oral instructions.

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- Communicate information accurately and effectively; understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- 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 employee recruitment, testing and selection and classification and compensation, preferably in an institution of higher education; or an equivalent combination of training and experience.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

Certain assignments may require a 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; and interact with District managers, staff, the public and others encountered in the course of work, some of whom are dissatisfied, angry or abusive.

### **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/4910532/temporary-human-resources-analyst-part-time>

### **Contact Information**

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

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**Contact**

N/A

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