

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

Direct Link: <https://www.AcademicKeys.com/r?job=256975>

Downloaded On: May. 21, 2025 5:34pm

Posted May 14, 2025, set to expire Jun. 3, 2025

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

Date Posted May 14, 2025

Application Deadline 06/03/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Human Resources

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Apply By Email

Job Description

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Human Resources Analyst (Part-Time)

Salary: \$39.73 - \$48.87 Hourly

Location: SCCC District Office - Fresno, CA

Job Type: Permanent

Division: DO Personnel Commission

Job Number: 2025018

Closing: 6/3/2025 11:59 PM Pacific

General Purpose

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The ideal candidate for this position will be an experienced, human resources professional with a strong background in recruitment, as well as demonstrated expertise in classification and compensation analysis. They will bring a solid understanding of technology and data systems, including hands-on experience with applicant tracking software, to streamline processes and improve overall business operations and workflows. The ability to analyze data, generate insights, and produce clear, comprehensive reports, such as an annual report, is essential. The successful candidate will be detail-oriented, analytical, and committed to delivering efficient, fair, inclusive and transparent HR services that support the District's mission, vision and values.

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

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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, 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.

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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 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.

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- 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:

- 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.

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- 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.
- 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

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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

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

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our website at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and

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contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will also include a competency assessment (45% weight) and an oral interview assessment (55% weight). Of those achieving a passing score on the competency assessment only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:

COMPETENCY ASSESSMENT: JUNE 12, **2025**

ORAL ASSESSMENT: JUNE 26, **2025**

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a districtwide Open-Competitive List. Using the same process, a separate Promotional List will be established, and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification districtwide for at least six months. **The current vacancy is at the District Office working Part-Time (20 hours/week).**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

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Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4938145/human-resources-analyst-part-time>

Contact Information

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

Contact

N/A

State Center Community College District

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