



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MAY 21, 2015
5:30 p.m.

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
4. MINUTES
Personnel Commission Meeting – April 23, 2015
5. CORRESPONDENCE
None
6. OLD BUSINESS
HR Staffing Plan
7. REPORTS
 - A. Classified Employees Representative's Report
 - B. Board of Trustees Meeting Report
 - C. Director's Report
 - Current Recruitments Report
 - Positions Filled & Pending Report
 - Upcoming Recruitments Report
 - Classification Studies Report
 - D. Commissioners' Reports
8. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015-2016
9. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015-2016
10. DISCUSSION OF ROLL CALL PROTOCOL FOR PERSONNEL COMMISSION MEETINGS
11. ESTABLISHMENT OF A NEW CLASSIFICATION
Supervising Human Resources Analyst
12. TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION
Lead Human Resources Technician/Confidential

13. RECESS TO CLOSED SESSION

None

14. RECONVENE IN OPEN SESSION

N/A

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is June 18, 2015 at 5:30 p.m. The meeting will take place in Guthrie Hall at Ventura College at 4667 Telegraph Road, Ventura California.

17. ADJOURNMENT

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of
Michael Arnoldus, Director of Employment Services/Personnel Commission
Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
(805) 652-5521



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Personnel Commission

Director's Report April 18, 2015 – May 18, 2015

Current Classified Selection Processes									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Accounting Technician	9	OC	4/14/15	4/29/15	Written & Performance Test/ Training & Experience Evaluation/Technical Interview	5/7/15	5/18/15 – 5/22/15	6/1/15 – 6/5/15	6/9/15
Accounts Payable Techician	27	DAC	3/31/15	4/19/15	Written & Performance Test / Training & Experience Evaluation/Technical Interview	4/24/15	5/1/15	5/8/15	5/12/15
Administrative Assistant	53	OC MC	4/7/15	4/22/15	Written & Performance Test/ Training & Experience Evaluation/Technical Interview	N/A	4/27/15 – 5/1/15	5/27/15 – 5/29/15	6/2/15
College Nurse	9	VC	04/24/15	05/18/15	Training & Experience Evaluation/Technical Interview	5/22/15	N/A	6/18/15	6/22/15
Human Resources Assistant	62	DAC	4/7/15	4/22/15	Written & Performance Test / Training & Experience Evaluation/Technical Interview	5/4/15	5/12/15	5/20/15	5/22/15
Instructional Lab Techician II – Chemistry	18	VC	5/11/15	5/18/15	Training & Experience Evaluation/Technical Interview	5/22/15	N/A	6/2/15	6/4/15
Matriculation Specialist II	49	VC	4/21/15	5/7/15	Training & Experience Evaluation/Technical Interview	5/18/15	N/A	6/15/15 – 6/16/15	6/18/15
Program Specialist – Career & Technical Education	14	VC	4/7/15	4/22/15	Training & Experience Evaluation/Technical Interview	4/29/15	N/A	5/11/15 – 5/15/15	5/19/15

Current Classified Selection Processes (cont.)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Payroll Supervisor	7	OC	4/29/15	5/20/15	Training & Experience Evaluation/Technical Interview	5/25/15	N/A	6/10/15	6/12/15
Research Analyst	21	MC	5/5/15	5/26/15	Training & Experience Evaluation/Technical Interview	6/8/15	N/A	6/15/15 – 6/19/15	6/23/15
Senior Administrative Assistant	29	OC	4/9/15	4/24/15	Written & Performance Test / Training & Experience Evaluation/Technical Interview	N/A	4/27/15 – 5/1/15	6/1/15	6/3/15
Student Health Center Assistant II	6	VC	4/7/15	4/24/15	Training & Experience Evaluation/Technical Interview	5/1/15	N/A	5/12/15	5/14/15
Student Services Specialist/Student Information Center	51	VC	4/21/15	5/6/15	Training & Experience Evaluation/Technical Interview	5/15/15	N/A	6/8/15	6/10/15
Tutorial Services Specialist II	12	OC	5/6/15	5/21/15	Training & Experience Evaluation/Technical Interview	5/29/15	N/A	6/8/15 – 6/12/15	6/16/15

Current Classified Positions Filled					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Derderian, Brian	Information Technology Support Specialist II	MCU127	Moorpark	Probationary	04/24/15
Gutierrez, Burt	Community College Police Lieutenant	WSC003	District-wide	Probationary	07/06/15
Hunt, April	Technical Data Specialist	MCU100	Moorpark	Probationary	4/20/15
Navarro, Yolanda	Administrative Assistant	MCU075	Moorpark	Lateral Reassignment	4/24/15
Parison, Andriana	College Nurse	VCU553	Ventura	Probationary	5/11/15

Current Classified Positions Pending		
Classification	Position Number	Location
Counselor Assitant	VCU054	VC
Counselor Assitant	VCU067	VC
Counselor Assitant	VCU092	VC

Upcoming Recruitments		
Classification	Position Number	Location
Director of College Information Technology Services	WMC009	MC
Instructional Lab Technican II – Physical & Applied Sciences	VCU097	VC
Maintenance Worker II	XCU345	OC
Student Services Specialist / International Students	MCU145	MC
Technical Data Specialist	TBD	OC / MC
Vice President, Business Services	TBD	MC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Office Assistant	OC	8/19/14	In progress
Costume Technician	VC	9/16/14	In progress
Student Services Assistant I	MC	9/30/14	On hold
Matriculation Specialist I	VC	12/2/14	In progress
Maintenance Worker I	VC	1/14/15	On hold

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Instructional Assistant	VC	3/16/15	On hold

ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2015-2016

		2014-2015 Adopted (dollars only)	2014-2015 Projected Actual (dollars only)	2015-2016 Budget (dollars only)
2000 CLASSIFIED SALARIES⁺ [1], [2]				
2000	Managers	98,813	98,813.40	100,493.40
2100	Classified	190,109	185,800.06	200,259.59
2322	Classified Overtime	5,000	5,000.00	5,000.00
2600	Supervision	0	0.00	0.00
2700	Confidential	39,787	39,787.20	41,061.60
2722	Confidential Overtime	6,000	6,000.00	6,000.00
2810	Commission Members ^[2]	1,800	1,800.00	1,800.00
2900	Other Salary Offset ^[3]	0	0.00	0.00
Subtotal		341,509	337,200.66	354,614.59
3000 EMPLOYEE BENEFITS⁺				
3200	PERS	38,416	37,901.65	40,505.04
3300	OASDI & Medicare	24,701	24,573.32	26,009.22
3400	Health & Welfare Benefits ^[4]	189,619	186,977.12	194,127.41
3500	SUI	169	166.66	176.64
3600	Workers' Compensation	5,949	6,316.01	6,837.95
Subtotal		258,854	255,934.76	267,656.26
4000 SUPPLIES				
4200	Office Supplies	200	0.00	200.00
4800	Other Supplies	1,500	1,500.00	2,000.00
Subtotal		1,700	1,500.00	2,200.00
5000 SERVICES & OTHER OPERATING EXPENSES				
5110	Consultants	0	0.00	0.00
5211	Conferences/Staff Travel	2,000	2,000.00	2,000.00
5220	Mileage (local)	2,500	2,500.00	3,000.00
5300	Dues & Membership	1,200	1,158.00	1,200.00
5500	Utilities and Housekeeping Services	0	0.00	0.00
5600				
	5611 Rent/Lease - Buildings	0.00	0.00	0.00
	5612 Rent/Lease - Equipment	0.00	0.00	0.00

+Budget adopted with the understanding that staff salary and benefit costs are estimated and necessary adjustments will be made for the actual salary and benefit costs of the staff positions that report to the Personnel Commission.

^[1] Include only those expenditures directly attributable to the activities of the commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

^[2] Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (Education Code Section 45250).

^[3] Salaries for Provisional, Limited Term

^[4] Group medical benefits cannot be provided to former personnel commission members.

ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2015-2016

		2014-2015 Adopted <i>(dollars only)</i>	2014-2015 Projected Actual <i>(dollars only)</i>	2015-2016 Budget <i>(dollars only)</i>
	5622 Maintenance/Repair–Equipment	0	0.00	0.00
	5641 Service Plan/Maintenance Fees/Licenses	7,000	1,094.00	7,000.00
	5649 Other Contracted Services	1,850	1,850.00	1,850.00
	5721 Legal Expenses	2,500	2,500.00	2,500.00
5800	Other Services & Operating Expenses			
	5810 Advertising	0	0.00	0.00
	5870 Printing and Forms	150	48.91	150.00
	5890 Other Expense and Services	0	0.00	0.00
	Subtotal	17,200	11,150.91	17,700.00
6000 EQUIPMENT				
6400	New Equipment			
	6451 Equipment – Non Inst. Computers	0	0.00	0.00
	6453 Equipment – Non Inst. Equipment	0	0.00	0.00
	Subtotal	0	0.00	0.00
FUND BALANCE DESIGNATED FOR PERSONNEL COMMISSION		619,263	605,786.33	642,170.85

PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

ESTABLISHMENT OF A NEW CLASSIFICATION

RECOMMENDATION:

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:

Supervising Human Resources Analyst

ANNUAL SALARY RANGE:

\$70,944 - \$98,316 (Classified Supervisors Salary Schedule #330)

BACKGROUND:

The Director of Employment Services/Personnel Commission requested the establishment of the proposed classification to supervise professional-level human resources work performed by analysts in the areas of recruitment, selection, classification, and compensation. The establishment of the proposed classification will improve the Human Resources Department's ability to meet the district's growing needs with regard to the aforementioned functions. A classification detailing the associated duties as presented in the classification specification does not currently exist. Therefore, a new classification is warranted to allow for the appropriate assignment of these responsibilities.

BASES OF RECOMMENDATION:

An incumbent in the proposed classification will plan, supervise, coordinate, and perform specialized professional-level work related to planning and conducting classification and compensation studies, developing and administering selection and recruitment methodologies and materials, and assisting in the analysis and development of HR policies and procedures for the purpose of maintaining best practices and keeping current with changes in state and federal legislation.

A classification description detailing the approved duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary for the proposed classification is based on external market data and internal alignment consideration. Classifications with similar duties and level of responsibility were found at Los Angeles Unified School District (Senior Human Resources Specialist, \$77,103-\$95,943/annual), Santa Monica College (Supervising Personnel Analyst, \$80,208-\$97,128/annual), City of Ventura (Principal Human Resources Analyst, \$73,975-\$99,128/annual), Los Angeles County Office of Education (Senior Human Resources Analyst, \$81,024-\$100,368/annual), and Los Angeles Community College District (Supervising Personnel Analyst, \$82,443-\$102,132/annual). With regard to internal alignment, the proposed classification pays more than the highest-level classification it supervises (Human Resources Analyst II, \$63,084-\$87,096/annual) and less than the Director of Employment Services/Personnel Commission (\$105,337-\$141,162/annual) to which it reports. In consideration of this information, placement on Classified Supervisors Salary Schedule #330 (\$70,944-\$98,316/annual) is appropriate.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: SUPERVISING HUMAN RESOURCES ANALYST

BASIC FUNCTION:

Under the general supervision of the Director of Employment/Personnel Commission, plan, supervise, coordinate, and perform technical and specialized work related to planning and conducting classification and compensation studies, developing and administering selection and recruitment methodologies and materials, and assisting in the analysis and development of HR policies and procedures for the purpose of maintaining best practices and keeping current with changes in state and federal legislation.

DISTINGUISHING CHARACTERISTICS:

A Supervising Human Resources Analyst performs more responsible and complex work related to position classification, compensation, recruitment, and selection than a Human Resources Analyst II. In addition, a Supervising Human Resources Analyst supervises professional-level human resources staff engaged in the aforementioned functions.

REPRESENTATIVE DUTIES:

Supervise, hire, train, and evaluate professional-level human resources staff engaged in recruitment, selection, classification, and compensation functions. *E*

Conduct classification and organization studies for new and existing positions of all levels within the classified and academic systems; recommend changes to the classification plan; develop, revise, and maintain classification specifications; prepare recommendations for the establishment of new classes and the reclassification of existing positions; present recommendations to the Personnel Commission and/or Governing Board. *E*

Conduct job analyses to determine the knowledge, skills, and abilities or competencies that should be measured in content-valid examinations; devise and develop methods of testing for required competencies or knowledge, skills, and abilities; confer with subject-matter experts in the development and evaluation of tests. *E*

Plan, develop, review, and approve valid examination materials, content, and procedures; plan, coordinate, and participate in the administration and rating of performance tests, work sample tests, interviews, and other selection methods; determine and recommend appropriate pass points; investigate and respond to examination appeals. *E*

Coordinate and conduct salary studies; collect and analyze salary data; make recommendations and presentations for appropriate placement of classifications on salary schedules; prepare and present related reports. *E*

SUPERVISING HUMAN RESOURCES ANALYST (continued)

Evaluate proposed and current state and federal legislation; analyze and interpret existing policies, rules, and procedures; write reports recommending new Personnel Commission rules and rule amendments. *E*

Prepare items for Board and/or Personnel Commission action, such as the establishment, abolishment, and revision of classifications, establishment and abolishment of new positions, and salary range recommendations. *E*

Develop and review position announcements, advertisements, web postings, etc., to ensure accuracy and appropriateness of targeted recruitment sources; review and screen employment applications and monitor employment certifications as necessary. *E*

Recommend and approve subject matter experts to serve as screening panel members; provide guidance and respond to questions regarding examination/interview procedures and rating criteria. *E*

Review and confirm qualifications and selection processes of temporary employees, student workers, etc.; review, analyze and confirm requests for equivalency as necessary. *E*

Apply and explain state and federal employment-related laws, guidelines, and regulations, Personnel Commission rules, Board policies, and operating procedures. *E*

Serve as department liaison with college selection committees; serve as screening committee facilitator as required. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree from a recognized accredited college or university in human resources management, public or business administration, a behavioral science, or a related field, AND four years of professional HR experience conducting job analyses used in the development of examinations, developing and administering validated assessment methods and materials, and conducting position classification studies requiring the use of job analysis or job evaluation.

A master's degree in Industrial and Organizational Psychology or a related field may be substituted for two years of required experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Working knowledge of principles, methods, and trends of public personnel administration
District organization, operations, policies, and objectives
Principles and practices of supervision and training
Computerized testing software applications
Principles of recruitment, personnel selection, and test construction and administration
Applicable sections of California State Education Code and other applicable law
Modern office practices, procedures, and equipment, and computer software applications
Correct English usage, grammar, spelling, punctuation and vocabulary
Methods of job analysis and research

SUPERVISING HUMAN RESOURCES ANALYST (continued)

Principles of position classification and compensation

ABILITY TO:

Express technical concepts clearly, concisely, and persuasively, both orally and in writing
Analyze and resolve problems in position classification, compensation, and employee selection processes
Plan, organize and coordinate a variety of complex and technical personnel functions
Train, supervise, and evaluate personnel
Collect, compile, and analyze information and data
Understand, interpret, and apply personnel rules, regulations, standards, and procedures
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Communicate effectively, both orally and in writing
Work confidentially with discretion
Keyboard at an acceptable rate of speed
Establish and maintain cooperative and effective working relationships with others
Interact tactfully and effectively with others at all levels of the organization

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with frequent interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment
Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities
Grasping, repetitive hand movement and fine coordination in the preparation of correspondence, minutes, reports, and forms, using a computer keyboard
Vision in reading applications, tests, correspondence, and reports, and using the computer

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASSIFICATION TITLE: HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL)****BASIC FUNCTION:**

Under the general supervision of the Director of Human Resources Operations, perform a variety of complex technical duties pertaining to the administration of the District's human resources operations.

DISTINGUISHING CHARACTERISTICS:

A Human Resources Technician II performs work of broader scope and greater complexity than that of a Human Resources Technician I. This includes additional responsibility for collecting, reviewing and summarizing data for various reports to identify trends and concerns pertaining to human resources functions. In addition, a Human Resources Technician II serves as the functional lead for the human resources component of the fully integrated business management system. In comparison, a Human Resources Technician I has a narrower scope of responsibility requiring less independence in exercising discretion and less analytical proficiency.

REPRESENTATIVE DUTIES:

Provide information, assistance, and training pertaining to technical and procedural matters related to academic and classified personnel, including resignations/retirements, leaves of absence, change of assignments, terminations/suspensions, layoffs, bumping, reemployment rights, and other personnel matters; assist in the preparation and submission of Board agenda items. *E*

Serve as the functional lead for the human resources component of the fully integrated business management system (Banner); work with the information technology department to facilitate and implement system updates and improvements; make system modification recommendations to increase functionality and efficiency. *E*

Collect, review, and summarize human resources data; identify trends and concerns and present recommendations for improvement of operations. *E*

Serve as a technical resource to the Vice Chancellor, Human Resources; collect, synthesize, and present data pertinent to collective bargaining and the resolution of grievances and employee relations investigations and draft related confidential reports. *E*

Prepare and process various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and other personnel matters in accordance with established policies, procedures, collective bargaining agreements, and Personnel Commission rules. *E*

Create, input, and maintain a variety of personnel-related records, files, and data including personnel files, reemployment and reinstatement lists, and seniority rosters utilizing integrated record-keeping systems, computerized databases, and manual records; develop and implement methods to track and report data. *E*

HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)

Contact district administrators, employees, and prospective employees in the preparation and processing of personnel transactions. *E*

Schedule, prepare, and conduct new employee orientation; review new employee records for completeness and compliance with applicable laws; develop and implement improvements to the new employee orientation process. *E*

Evaluate transcripts to determine semester units completed and degrees obtained for salary adjustments according to established policies, procedures, and collective bargaining agreements. *E*

Review employment background checks and recommend eligibility for employment in accordance with district policies and procedures. *E*

Prepare a variety of reports required for state and local use; compile information and statistical data, conduct surveys, and respond to requests for information from other college districts and agencies. *E*

Coordinate and conduct exit interviews and facilitate the employee termination process with the colleges and other related departments such as payroll, information technology, and the police department. *E*

Review, develop, and implement procedures related to manual or automated record keeping and other operational activities to improve and ensure efficiency of services. *E*

Monitor and update the district website to ensure that data and information pertaining to human resources operations is up-to-date. *E*

Respond to written and verbal requests for verification of employment. *E*

Represent the Director of Human Resources Operations at workshops and meetings as assigned. *E*

May provide guidance and work direction to lower-level staff.

Perform other duties as assigned.

E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology, and procedures used in human resources administration
Applicable sections of State Education Code and other applicable laws
State and federal laws, codes, and regulations concerning human resources/personnel administration
Principles and procedures of records management, including those related to maintaining filing systems
District organization, operations, policies and objectives
District collective bargaining agreements and Personnel Commission rules
Office procedures, methods, and equipment including computers

HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)

Office productivity computer applications including word processing, spreadsheet, email, and database

Basic mathematical principles

Principles of business letter writing and report preparation

Principles of English grammar, spelling, and composition

Principles and practices of sound business communication

Customer service and public relations methods and techniques

ABILITY TO:

Ensure compliance with district, county, state, and federal regulations and guidelines concerning human resources administration

Locate, analyze, interpret, apply and explain rules, regulations, policies, and procedures

Provide information, assistance, and training to employees, supervisors, and administrators

Operate office equipment including computers and supporting word processing, spreadsheet, email, and database applications

Update and maintain a website

Learn and apply new information and skills

Perform technical research and present trends and findings

Type, keyboard, and/or enter data at a speed necessary for successful job performance

Establish and maintain a variety of files and records, including confidential personnel records

Make arithmetic calculations quickly and accurately

Plan and organize work to meet changing priorities and deadlines

Understand and carry out oral and written directions

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those encountered in the course of work

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports

Exercise initiative and independence of judgment and action

Prepare reports by gathering and organizing information and data from a variety of sources

Compose correspondence and written materials independently and from oral instruction

Provide guidance and work direction to others

Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: An associate degree, preferably including or supplemented by coursework in human resources, business, or a related field.

Experience: Four years of experience performing technical human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports. Two years of the experience must have included experience applying or interpreting language within a collective bargaining agreement.

WORKING CONDITIONS:

ENVIRONMENT:

HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)

Human Resources office environment
Constant interruptions

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard
Reaching to maintain files
Hearing and speaking to communicate and provide information to others

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: ~~LEAD~~-HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL)

BASIC FUNCTION:

Under the ~~direction-general supervision~~ of the Director of Human Resources Operations, ~~provide work direction to technical-clerical staff and~~ perform a variety of complex technical duties pertaining to the administration of the District's human resources operations ~~for District academic and classified employees.~~

DISTINGUISHING CHARACTERISTICS:

A Human Resources Technician II performs work of broader scope and greater complexity than that of a Human Resources Technician I. This includes additional responsibility for collecting, reviewing and summarizing data for various reports to identify trends and concerns pertaining to human resources functions. In addition, a Human Resources Technician II serves as the functional lead for the human resources component of the fully integrated business management system. In comparison, a Human Resources Technician I has a narrower scope of responsibility requiring less independence in exercising discretion and less analytical proficiency.

REPRESENTATIVE DUTIES:

Provide information, assistance, and training ~~to staff and faculty on~~ pertaining to technical and procedural matters related to academic and classified personnel, including resignations/retirements, leaves of absence, change of assignments, terminations/suspensions, layoffs, bumping, reemployment rights, and ~~others that may be required~~ other personnel matters; assist in the preparation and submission of Board agenda items. *E*

Serve as the functional lead for the human resources component of the fully integrated business management system (Banner); work with the ~~Information-information Technology-technology Department-department~~ to facilitate and implement system updates and improvements; make system modification recommendations to increase functionality and efficiency. *E*

Collect, review, and summarize human resources data; identify trends and concerns and present recommendations for improvement of operations. E

~~Perform technical research relevant to the quality and efficiency of human resources data, methods, mechanisms, and processes pertinent to payroll and record keeping; develop and run computerized queries; tabulate and summarize data; identify trends and concerns. E~~

Serve as a technical resource to the Vice Chancellor, Human Resources; collect, synthesize, and present data pertinent to collective bargaining and the resolution of grievances and employee relations investigations; ~~and~~ draft related confidential reports. *E*

~~LEAD~~ HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)

Prepare and process various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and other personnel matters in accordance with established policies, procedures, collective bargaining agreements, and Personnel Commission rules. *E*

Create, input, and maintain a variety of personnel-related records and files, and data including personnel files, reemployment and reinstatement lists, and seniority rosters utilizing integrated record-keeping systems, computerized databases, and manual records; develop and implement sound and efficient methods to track and report all relevant data. *E*

Contact district administrators, employees, and prospective employees in the preparation and processing of personnel transactions. *E*

~~Schedule and coordinate the work of staff with regard to the administration of human resources functions for classified and academic employees; provide guidance and work direction to human resources technicians. *E*~~

~~Apply and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to District administrators, employees, and the public. *E*~~

~~Plan, coordinate, and implement new employee orientation processes for the three colleges and District administrative center offices. *E*~~

Schedule, prepare, and conduct new employee orientation; review new employee records for completeness and compliance with applicable laws; develop and implement improvements to the new employee orientation process. *E*

~~Receive and evaluate~~ Evaluate transcripts to determine semester units completed and degrees obtained for salary adjustments according to established policies, procedures, and collective bargaining agreements. *E*

Review employment background checks and recommend eligibility for employment in accordance with district policies and procedures. *E*

~~Compile a variety of reports required for state and local use; conduct and respond to requests for information. *E*~~

~~Prepare and conduct surveys and statistical reports of various districts and agencies. *E*~~

Prepare a variety of reports required for state and local use; compile information and statistical data, conduct surveys, and respond to requests for information from other college districts and agencies. *E*

~~Coordinate, implement, and conduct exit interviews and facilitate the employee termination process with the colleges and other related departments such as Payroll payroll, Information information Technology technology, and College Police the police department. *E*~~

~~Monitor office work and paper flow, and recommend methods to increase departmental efficiency and effectiveness. *E*~~

Review, develop, and implement procedures related to manual or automated record keeping and other operational activities to improve and ensure efficiency of services. *E*

Monitor and update the district website to ensure that data and information pertaining to human resources operations is up-to-date. *E*

Respond to written and verbal requests for verification of employment. *E*

Represent the Director of Human Resources Operations at workshops and meetings as assigned. *E*

May provide guidance and work direction to lower-level staff.

Perform ~~related~~-other duties as assigned.

E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology, and procedures used in human resources administration

Applicable sections of State Education Code and other applicable laws

State and federal laws, codes, and regulations concerning human resources/personnel administration

~~Record-keeping techniques~~

Principles and procedures of records management, including those related to maintaining filing systems

District organization, operations, policies and objectives

District collective bargaining agreements and Personnel Commission rules

~~Modern computer software packages, including word processing, database, and spreadsheet applications~~

Office procedures, methods, and equipment including computers

Office productivity computer applications including word processing, spreadsheet, email, and database

~~Relational database management systems~~

~~Correct English usage, grammar, spelling, punctuation and vocabulary~~

Basic mathematical principles

Principles of business letter writing and report preparation

Principles of English grammar, spelling, and composition

Principles and practices of sound business communication

Customer service and public relations methods and techniques

ABILITY TO:

Ensure compliance with district, county, state, and federal regulations and guidelines concerning human resources administration

~~Learn~~Locate, analyze, interpret, apply and explain rules, regulations, policies, and procedures

Provide information, ~~and~~-assistance, and training to employees, supervisors, and administrators

Operate office equipment including computers and supporting word processing, spreadsheet, email, and database applications

Update and maintain a website

~~Learn and apply new information and skills~~
~~Analyze situations accurately and adopt effective courses of action~~
~~Exercise judgment and apply abstract reasoning~~
~~Prepare clear and concise reports that incorporate statistical data~~
~~Perform technical research and present trends and findings~~
~~Keyboard/type~~ Type, keyboard, and/or enter data at a speed necessary for successful job performance
~~Establish and maintain a variety of files and records, including confidential personnel records~~
~~Make arithmetic calculations quickly and accurately~~
~~Plan and organize work to meet changing priorities and deadlines~~
~~Understand and carry out oral and written directions~~
Communicate ~~effectively~~ clearly and concisely, both orally and in writing
Establish and maintain ~~cooperative and~~ effective working relationships with ~~other~~ those encountered in the course of work
~~Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports~~
~~Exercise initiative and independence of judgment and action~~
~~Prepare reports by gathering and organizing information and data from a variety of sources~~
Compose correspondence and written materials independently and from oral instruction
~~Schedule and prioritize the work of self and others~~
~~Provide guidance and work direction to others~~
Work independently with little direction

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to:~~

~~Education: An associate degree or equivalent college-level course work in business, human resources, or a related field~~

~~Experience: Four years of complex, technical human resources experience working with integrated HR record-keeping systems and computerized databases for data storage and report generation. Two years of the aforementioned experience must be in a public sector human resources environment.~~

~~Any combination equivalent to:~~

~~Education: An associate degree, preferably including or supplemented by coursework in human resources, business, or a related field.~~

~~Experience: Four years of experience performing technical human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports. Two years of the experience must have included experience applying or interpreting language within a collective bargaining agreement.~~

WORKING CONDITIONS:

ENVIRONMENT:

Human Resources office environment

Constant interruptions

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard

Reaching to maintain files

Hearing and speaking to communicate and provide information to others