

Human Resources Analyst (Workers' Compensation)  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=244289>

Downloaded On: Sep. 13, 2024 7:16pm

Posted Sep. 4, 2024, set to expire Dec. 26, 2024

<b>Job Title</b>	Human Resources Analyst (Workers' Compensation)
<b>Department</b>	HR Investigations and ADA Accommodations
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Sep. 4, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Human Resources
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**Job Description**

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**Human Resources Analyst (Workers' Compensation)**

**Position Number:** CM-170-2024

**Division:** Human Resources

**Department:** HR Investigations and ADA Accommodations

**FTE:** 1.00

**Term (month/year):** 12 months/year

**Annual Salary Step Range:** \$106,536.00 - \$135,984.00

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**Initial Screening Date:** 09/19/2024

**Open Until Filled:** Yes

### **Position Description**

#### **Position Overview:**

This Human Resources Analyst position will lead the coordination, facilitation, and participation in the investigation and response to workers compensation claims filed against the College and will attend related depositions and hearings. The HR Analyst will evaluate claims and recommend settlement or litigation options based on the interpretation and application of established laws and investigative results. This position will assist in developing and implementing procedures for claim administration and will process claims and maintain appropriate files and reports.

#### **Definition:**

Under general direction, performs complex and responsible professional level human resources work in one or more area of Human Resources, such as: recruitment and selection/EEO, Human Resources Information Systems (HRIS), classification/compensation, and/or leaves/benefits. Incumbents in this classification are designated as "confidential employees" as this term is used within the Educational Employment Relations Act (EERA), 35401. As such, incumbents in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information, which contributes to the development of managements collective bargaining positions and/or labor relations strategies.

#### **Supervision Received and Exercised:**

Receives general supervision from the Director, Human Resources Operations and Employee Services and/or Director, Equal Employment Opportunity Programs. May provide technical and functional leadership to human resources employees, including supervision over student workers.

#### **Class Characteristics:**

The Human Resources Analyst is a journey level classification in the professional human resources series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Human Resources Technician by the full scope of complex, professional-level

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human resources work performed and by its lead responsibilities.

### Examples of Essential Functions(Illustrative Only):

1. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews and implement improvements.
2. Assists in the preparation, research, and drafting of the initial proposal as well as conduct collective bargaining activities; advises staff regarding provisions of contract.
3. Provides the management team with assistance in the interpretation and application of regulations of the Education Code, Labor Code, and Government Code which deal with personnel and labor relations.
4. Assists in the development of and provide technical guidance to staff regarding proper standards and procedures required in the processing of personnel transactions; communicates provisions of state and federal laws as well as College rules and policies to classified employees, supervisors, administrators, and others regarding personnel and labor relations matters.
5. Prepares memoranda, reports, letters, and notices to employees regarding procedures and legal requirements/updates.
6. Coordinates and prepares Human Resources Board agenda items and follow up after each meeting of the Trustees to ensure that the personnel actions taken are implemented.
7. Conducts College-wide human resources training programs for staff as required.
8. Responds to and resolves difficult and sensitive inquiries and complaints.
9. Represents the department in meetings with other departments in matters relating to personnel issues and other administrative functions; represents the department to outside agencies and other groups.
10. Develops and provides complex reports to management, performs special analyses, planning, and special studies on which management bases major decisions that impact the department or overall administration.
11. Implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
12. Leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
13. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
14. Implements, enforces, supports, and abide by federal, state, local policies, Board Policies and Administrative Procedures.
15. Participates on and supports employee participation on committees, task forces, and special

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assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.

16. Performs other related or preceding classification duties as assigned.

### **Qualifications**

#### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of human resources administration based on the area of assignment.
3. Principles and practices of data collection and report preparation; Oral and written communication skills.
4. Current computer operating systems, software applications, applicant tracking systems, and human resources information systems.
5. English usage, spelling, vocabulary, grammar, and punctuation.
6. Participatory governance and collective decision making.
7. Principles and practices of employee training and supervision.
8. General labor relations, laws, practices and procedures.
9. Community college organizational functions, policies, and procedures.
10. Applicable federal, state and local laws, codes and regulations related to area(s) of assignment.
11. Interpersonal skills using tact, patience, and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.
12. Research methods and statistical analysis.
13. Techniques for effectively representing the College in contacts with governmental agencies, community groups, various businesses, professional, educational, regulatory, and legislative organizations.
14. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

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

1. Implement, advocate for, and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Lead and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in

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recruitment and retention of faculty and staff.

3. Lead and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environment.
4. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
5. Analyze complex administrative and technical issues and make appropriate recommendations for action.
6. Maintain confidentiality and discretion in handling and processing confidential information and data.
7. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned functional areas.
8. Exercise initiative, ingenuity, and sound judgment in solving problems and developing effective solutions.
9. Work effectively with a customer service focus with employees and the public.
10. Effectively organize, prioritize, and follow-up on work assignments.
11. Independently develop and coordinate effective systems, programs, and procedures.
12. Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties.
13. Understand, interpret, explain, and accurately apply applicable laws, codes, and regulations.
14. Develop and implement revisions to standard operating procedures to improve effectiveness and/or comply with regulatory changes as appropriate.
15. Lead, train, and assist with the evaluation of subordinate staff.
16. Make public presentations.
17. Communicate clearly and concisely, both orally and in writing.
18. Work independently and as a member of a team.
19. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

### **Education and Experience:**

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in human resources management, business or public administration, or a related field, and
2. Three (3) full-time equivalent years of progressive experience in Human Resources area of assignment (workers compensation).
  - a. Additional years of experience can be substituted for the required education on a year-for-year basis.

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### **Desirable Qualifications:**

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander- Serving Institution ( AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution ( HSI) and Asian American and Native American Pacific Islander- Serving Institution (AANAPISI).

### **Licenses and Certificates:**

Possession of, or ability to obtain, a valid California Drivers License by time of appointment.

To apply, visit <https://hrjobs.mtsac.edu/postings/13010>

**Our Mission:** The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

**Our Vision:** Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

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The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

### Contact Information

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

#### Contact

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Mt. San Antonio College

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