

**Principal Human Resources Analyst
Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=247096>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 14, 2024, set to expire Nov. 8, 2024

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

Date Posted Oct. 14, 2024

Application Deadline 11/08/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Human Resources

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Apply By Email

Job Description

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Principal Human Resources Analyst

Rancho Santiago Community College District

Salary Range: Grade I: \$113,243.22 - \$151,771.42

Job Type: Full Time

Job Number: CL24-01006

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Location: Santa Ana, CA

Division: DO Human Resources

Closing: 11/8/2024 5:00 PM Pacific

Job Description

POSITION OVERVIEW

The Principal Human Resources Analyst is distinguished from other journey-level positions by the nature, responsibility, analysis, complexity, and technicality of the work and by internal and external stakeholder interactions and serves as a leader in making independent analysis, for the solution of people and culture related issues. The Principal Human Resources Analyst reports and performs their duties under the general supervision of the designated supervisor. An incumbent may supervise and participate in a variety of professional-level human resources management functions depending on department need, such as: recruitment, classification and compensation, compliance, performance, discipline, and professional development programs. This position is distinguished from Human Resources Analyst in that an incumbent in the later class performs a variety of professional, technical, and analytical assignments related to human resources administration. Principal Human Resources Analyst may provide lead work direction and training to assigned staff as needed.

REPRESENTATIVE DUTIES

1. Leads high-level human resources projects including but not limited to data analytics, classification/compensation studies, total rewards, improvement audits, human resources information systems and employee records.
2. Assists in the development and implementation of policies, practices, programs, and procedures for human resources.
3. Interprets and applies policies, procedures, regulations, memorandum of understandings, and collective bargaining agreements.
4. Prepares, maintains and analyzes confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.
5. Innovates as a system administrator for modern technology utilizing analysis, enhancement, creation, revision, and maintenance of features, reports, communication and documentation
6. Interprets, guides and assures compliance with county, state and federal regulations and guidelines concerning employment and human resource administration.

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7. Establishes and implements multi-stakeholder onboarding programs and employee lifecycle programs.
8. Collaborates in collective bargaining agreements and labor management meetings as needed.
9. Researches and prepares highly complex statistical and narrative reports on a variety of data.
10. Prepares employee, collective bargaining, confidential and other employee files, surveys, marketing trends, salary and classification comparative data, and other related information.
11. Develops and implements highly complex new and comprehensive department operating procedures methods and systems for procedural/process improvement and in accordance with legal and contract changes.
12. May plan, design, develop, deliver, and evaluate various professional development and training programs to address institutional, departmental, and individual training needs for faculty, management, staff, and student employees.
13. Advises on budget and technology to ensure strategic alignment with districtwide resources.
14. Examines and proposes improved process designs to define the future of how our organization can uplift its workforce across all divisions and roles.
15. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
16. Brings to life new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
17. Partners closely with peers and stakeholders across the District to assess existing human resources programs, processes, and practices, and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.
18. Monitors and informs on legislative changes relevant to human resources.
19. Creates and maintains an active record-keeping system that records, monitors, and keeps current all relevant documents.
20. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations.
21. Supervises and evaluates assigned staff; establishes performance requirements and professional development targets for assigned staff; regularly monitors performance and provides coaching and development.
22. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing human resources support in a multi-stakeholder organization across multiple locations.

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2. Proven ability to define, influence, refine and implement processes, procedures, and policies.
3. Applicable sections of California Education Code, Title 5, The Educational Employment Relations Act (EERA) of 1976, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias- Brown Act.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs and its integration with a full- scale comprehensive people and culture programs.
5. Project management, the ability to track and manage complex processes.
6. High level of stakeholder service-centricity and organizational empathy.
7. Principles and practices of effective management and supervision.
8. Proven practices and strategies for major functional areas to enhance the efficiency and quality of our recruitment and retention tools and processes.
9. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
10. Software, including case management software, such as, Advocate/Maxient, and Human Resources management software, such as, Ellucian Banner/Colleague, Workday, and other related project management software, case management, and related HRIS/Human Resource software.
11. High degree of business insight; results-oriented with an ability to work independently.
12. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Analyze and strategize with metrics to guide strategy.
3. Exhibit strong analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
4. Respond to change with strategy and innovation.
5. Display strong analytical capabilities and a process improvement mentality.
6. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
7. Collaborate and influence strategically in both small and large teams, cross-functional environments.
8. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.
9. Exhibit strong business and financial acumen with the ability to understand shareholder value

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and relevant business models, and how to translate these into human resources initiatives.

10. Show success utilizing employee attraction, engagement, and retention strategies.
11. Gather and analyze data, reason logically and draw valid conclusions.
12. Analyze situations and make appropriate decisions and/or recommendations.
13. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
14. Clearly communicate ideas and recommendations.
15. Write clear, comprehensive and concise reports.
16. Work with and provide direction to other employees in the completion of the day-to-daywork.
17. Excel in an ever-changing environment using an ambitious mindset.

Job Qualifications

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Masters/Doctorate Degree from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

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, 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.

EEO STATEMENT

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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.

SELECTION CRITERIA

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

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- 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.

Application Procedures

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online 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
4. Academic Transcripts (unofficial copies are accepted)

Disability Accommodations

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.

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

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.

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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.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4692409/principal-human-resources-analyst>

Contact Information

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

Contact

Human Resources
Rancho Santiago Community College District

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