

Human Resources Analyst (Confidential)
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252094>

Downloaded On: Jan. 31, 2025 1:13am

Posted Jan. 24, 2025, set to expire Feb. 12, 2025

Job Title	Human Resources Analyst (Confidential)
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Jan. 24, 2025
Application Deadline	02/12/2025
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Human Resources
Apply Online Here	https://apptrkr.com/5949139
Apply By Email	
Job Description	

Image not found or type unknown



Human Resources Analyst (Confidential)

Salary: \$86,786.00 - \$106,735.00 Annually

Location: SCCCD District Office - Fresno, CA

Job Type: Permanent

Division: DO Human Resources

Job Number: 2025004

Closing: 2/12/2025 11:59 PM Pacific

Human Resources Analyst (Confidential) State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252094>

Downloaded On: Jan. 31, 2025 1:13am

Posted Jan. 24, 2025, set to expire Feb. 12, 2025

General Purpose

The Human Resources Analyst (Confidential) position provides opportunities to work on a variety of human resources projects and initiatives, supporting areas such as employee relations, classification, compliance, managing and coordinating workplace accommodations under ADA and FEHA to support an inclusive and accessible work environment.

Under direction, leads and performs complex and varied technical, professional and confidential work required to administer human resources programs, including employee and labor relations, job analysis and compensation, training and development, equal employment opportunity, and other special human resources programs; performs research and analysis to develop information used in negotiations and formulates and recommends effective bargaining language, strategies and techniques related to a variety of program areas; conducts workplace investigations often focused on contested allegations that involve potential violation of the District's standards, policies, ethics or the law; 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 work processes to staff; provides input to supervisor on employee work performance and behavior.
- Provides professional advice and counsel to administrators, managers, employees, bargaining unit representatives and the public on human resources policies, procedures and the interpretation and application of collective bargaining agreements, Personnel Commission rules, and state and federal laws applicable to human resources management.
- Collects, analyzes and reports on data/material utilized by the District Director of Human Resources and the Vice Chancellor, such as market compensation and benefits data; develops recommendations on salary structures and class placement within the grade structure; provides District data as a participant in various external surveys.
- Conducts classification studies and desk audits; develops and recommends job duties for new/

Human Resources Analyst (Confidential) State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252094>

Downloaded On: Jan. 31, 2025 1:13am

Posted Jan. 24, 2025, set to expire Feb. 12, 2025

revised classification specifications; provides the Personnel Commission with input on a classification's education, experience and other requirements; assesses any reclassification appeals and documents conclusions; revises class specifications based on reclass actions, if warranted.

- Reviews and analyzes employees' working-out-of-class requests; conducts research, assesses comparability of duties, interviews managers and employees, consults with job experts and gathers other necessary information; develops findings, conclusions and recommendations and prepares reports.
- Reviews report documents of completed interactive discussion meetings and ensures doctors' notes on restrictions are in accordance with ADA and FEHA; ensures each restriction is addressed on the form and a proper accommodation, where possible, is noted; reviews requests for modified duty and permanent restrictions; educates managers on the importance of conducting interactive discussion meetings and assists them with completing the interactive discussion meeting form.
- Participates in the District's collective bargaining process by researching and collecting data/information, making recommendations on District proposals and providing input to contract language; maintains official records of bargaining sessions.
- Conducts effective, thorough and impartial investigations of complex and sensitive workplace complaints of discrimination, harassment, retaliation and other policy violations; identifies and documents the scope of the investigation and the process to be followed; interviews complainants, respondents and witnesses; researches and analyzes relevant facts, documents, policies and legal guidance; safeguards the confidentiality of the investigation; prepares report of findings and conclusions.
- Reviews and evaluates Board policies and administrative regulations; recommends updates where warranted.
- Conducts a variety of special projects as directed by the District Director of Human Resources and the Vice Chancellor.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

Human Resources Analyst (Confidential)
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252094>

Downloaded On: Jan. 31, 2025 1:13am

Posted Jan. 24, 2025, set to expire Feb. 12, 2025

OTHER DUTIES

- Serves on or leads committees, work groups and task forces.
- Recommends, develops, implements and revises policies, procedures and operational guidelines to improve and/or clarify processes.
- Contributes to ensuring information on the District HR website is accurate and up to date.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices and techniques of human resources management, including job analysis and classification, performance planning/appraisal, compensation plan design and administration, training and development and equal employment opportunity.
- Employee relations principles and practices.
- Labor relations principles and practices, including negotiation, collective bargaining agreements and contract administration.
- Principles, practices and methods of administrative, organizational and management analysis.
- Applicable sections of the California Education Code and other applicable federal, state and local laws, rules and regulations.
- 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.

Human Resources Analyst (Confidential) State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252094>

Downloaded On: Jan. 31, 2025 1:13am

Posted Jan. 24, 2025, set to expire Feb. 12, 2025

- Practices and techniques of workplace investigations.
- Safety policies and safe work practices applicable to the work being performed.
- Personnel Commission Rules, Board Policies, Administrative Regulations and Human Resources procedures.

Skills and Abilities to:

- Develop and implement comprehensive, effective human resources programs in assigned areas.
- Analyze a variety of administrative, organizational and personnel management problems and consult effectively with administrators and managers to develop solutions.
- Utilize human resources information systems (HRIS) and query tools to extract data from databases for interpreting and communicating data.
- Participate effectively as a District representative in union contract negotiations.
- Effectively conduct interviews for a myriad of purposes, gleaning 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, reports, studies and other written materials.
- 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.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates

Human Resources Analyst (Confidential) State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252094>

Downloaded On: Jan. 31, 2025 1:13am

Posted Jan. 24, 2025, set to expire Feb. 12, 2025

in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

- 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.
- 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 the human resources function, preferably in an institution of higher education; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid 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

Human Resources Analyst (Confidential) State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252094>

Downloaded On: Jan. 31, 2025 1:13am

Posted Jan. 24, 2025, set to expire Feb. 12, 2025

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; accommodate stressful situations; and interact with District managers, staff, the public and others encountered in the course of work.

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 web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degrees 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 contact information for your supervisors. Experience that is included in the resume but not in the Work

Human Resources Analyst (Confidential) State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252094>

Downloaded On: Jan. 31, 2025 1:13am

Posted Jan. 24, 2025, set to expire Feb. 12, 2025

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 include a competency assessment (40% weight) and an oral interview/written prompt assessment (60% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the oral interview/written prompt assessment. Passing score is 75% out of 100% on each assessment process.

INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:

COMPETENCY ASSESSMENT: FEBRUARY 21, 2025

ORAL/WRITTEN ASSESSMENT: MARCH 5, 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 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 for at least six (6) months. The current vacancy is at the District Office in the Human Resources department.**

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

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform

Human Resources Analyst (Confidential) State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252094>

Downloaded On: Jan. 31, 2025 1:13am

Posted Jan. 24, 2025, set to expire Feb. 12, 2025

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/4801063/human-resources-analyst-confidential>

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

,