

Temporary Employment (Substitute HR Analyst-ADA  
Accommodations / Leaves of Absence  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=258264>

Downloaded On: Jun. 14, 2025 10:12pm

Posted Jun. 13, 2025, set to expire Jun. 26, 2025

**Job Title** Temporary Employment (Substitute HR Analyst-ADA  
Accommodations / Leaves of Absence

**Department**

**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Jun. 13, 2025

**Application Deadline** 06/24/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Human Resources  
Administration - Other

**Apply Online Here** <https://apptrkr.com/6291870>

**Apply By Email**

**Job Description**

**Temporary Employment (Substitute HR Analyst-ADA Accommodations / Leaves of Absence**

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**Position Type** Substitute Hourly

**Hourly Rate** Please click the following link to view the current Temporary Employment Hourly Pay Schedules.

**Posting Number** T-034-2024

**Division** Human Resources

**Department** HR Investigations and ADA Accommodations

**Health & Welfare Benefits**

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Persons employed for temporary employment are not eligible to participate in the College's Health and Welfare plan or option fringe benefit plan in conjunction with their employment. Human Resources will track the eligibility requirements under the Affordable Care Act (ACA). Should a person meet the eligibility requirements, Human Resources will initiate an open enrollment period to enroll an ACA designated medical plan.

**Current Work Schedule (days, hours)** Monday – Friday (varies)

**Open Date** 06/05/2025

**Close Date** 06/24/2025

**Initial Screening Date** 06/24/2025

**Open Until Filled** No

**Inquiries/Contact:** For more details about this position, please contact:

Name: Ryan Wilson

Title: Director, EEO, Title IX, & Leaves Administration and Title IX Coordinator

E-mail: [rwilson43@mtsac.edu](mailto:rwilson43@mtsac.edu)

Phone: (909) 274-6810

**Mission & Vision Statement**

**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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### **Demographics**

We recruit and retain quality employees who are reflective of our students and the community we serve, in addition to providing all personnel with equity and diversity training."

The District is a proud Chicanx/Latinx, and Hispanic-Serving Institution, Asian American and Native American Pacific Islander-Serving Institution, and Minority Serving Institution, serving over 66,446 students based on the 2022-2023 academic year.

The student population is as follows:

by Race/Ethnicity – 57.02% Latinx, 9.33% White, 19.36% Asian, 2.82% Filipino, 0.23% Pacific Islander, 3.33% Black/African American, 0.28% American Indian/Alaskan Native, 2.02% two or more races and 5.61% unknown;

by Gender– 54.35% Female, 42.91% Male, 0.47% Non-Binary, 2.27% unspecified;

and by Age – 46.03% ages 19 or younger, 20.37% ages 20-24, 9.05% ages 25-29, 5.64% ages 30-34, 3.87% ages 35-39, 5.04% ages 40-49, 10% ages 50 and older.

The current employee population is as follows:

by Race/Ethnicity – 37% Latinx, 29% White, 15% Asian, 6% Black/African American, 1% Middle Eastern or North African, 1% Native Hawaiian or Other Pacific Islander, 2% Two or More Races, 9% unknown;

by Gender – 56.47% Female, 42.19% Male, 1.34% Non-Binary;

and by Age – 3.94% ages 20-29, 19.46% ages 30-39, 30.21% ages 40-49, 46.39% ages 50 and older.

### **Equal Employment Opportunity Policy**

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.

The District works to create an inclusive environment that provides a safe-haven for international students, veterans, re-entry students, LGBTQIA+ students, and students of various learning styles regardless of citizenship status.

We are committed to hiring Faculty, Staff, and Management that understand how cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial, and human

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understanding; and provides positive role models for all students.

## Overview

**Overview:** This position is primarily responsible for overseeing and processing employee leaves of absences, facilitating ADA compliant interactive process meetings, determining reasonable accommodations for employees with disabilities, participation in collective bargaining negotiations, investigations, and providing administrative support related to those functions and to the Director of EEO, Title IX, and Leaves Administration.

**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 management's collective bargaining positions and/or labor relations strategies.

## 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.

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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 & Abilities to:**

1. Implement, advocate for, and communicate the College's 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 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,

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organized, and timely manner.

**Minimum Qualifications**

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.
  - a. Additional years of experience can be substituted for the required education on a year-for-year basis.

**Application Procedure**

Complete application packets will be accepted until the position is filled; however, applications submitted by 11:59 p.m. (PST) on the listed Close Date are assured consideration. Applicants must submit all of the following materials online:

1. Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. College and/or university transcripts showing the awarded/conferred degree.
5. Letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Essential Duties & Responsibilities**

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



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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. 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.
9. 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.
10. Implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
11. Leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
12. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
13. Implements, enforces, supports, and abide by federal, state, local policies, Board Policies and Administrative Procedures.
14. Participates on and supports employee participation on committees, task forces, and special 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.
15. Performs other related or preceding classification duties as assigned.
16. Responds to and resolves difficult and sensitive inquiries and compla

**Preferred Qualifications**

1. Experience conducting ADA compliant interactive processes and/or coordinating employee leaves of absences.
2. Experience working in higher education setting in Human Resources.
3. Experience working in a multi-union environment.
4. 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

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5. 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).

**License(s) & Other Requirements**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**Working Environment:**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**Hazards**

**Conditions of Employment**

The person holding this position is required to be present on Mt. San Antonio College's campus to perform all essential duties and responsibilities.

Notice to all prospective employees – The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: Mt. SAC Annual Security Report.

The person holding this position is considered a 'Responsible Employee' under Title IX of the



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Educational Amendments Act of 1972 and is required to report to the College's Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Conflict of Interest**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio College's Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**District Rights**

We reserve the right to re-open, re-advertise, delay, or cancel filling this position. This recruitment may be used to fill future vacancies.

**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

What does it mean for you to have a commitment to diversity? How have you demonstrated that commitment? How would you see yourself demonstrating it here?

(Open Ended Question)

What does 'equity' mean to you? How would you enact your definition of equity in this position?

(Open Ended Question)

Incomplete application packets will not be considered. Stating "see resume" on your application will be considered an incomplete response.

I understand this statement

Evidence of minimum qualifications must be established in the online application form. Supporting documents such as cover letter, resume, etc. will not be used for the purpose of determining minimum qualifications.

I understand this statement

Employees must be California residents on their date of hire and for the duration of their employment with Mt. SAC.

I understand and agree to abide by this statement

The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

I understand this statement

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**Required & Optional Documents**

**Required Documents**

1. Resume/Curriculum Vitae
2. Cover Letter
3. Transcripts to Meet Required Qualifications

**Optional Documents**

1. Other Document 1
2. Other Document 2

**To apply, visit:** <https://hrjobs.mtsac.edu/postings/13601>

**Contact Information**

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

**Contact**

N/A

Mt. San Antonio College

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