



BUTTE-GLENN COMMUNITY COLLEGE DISTRICT (CA)
invites applications for the position of:

Human Resources Analyst - Academic/Classified

SALARY: Not Displayed
OPENING DATE: 10/22/18
CLOSING DATE: 11/26/18 04:00 PM

DESCRIPTION:

Full-Time/Exempt 40 hours per week; 12 months per year
 MSC - Range 10 \$68,170- \$81,983.70
 Tentative interview dates: January 7 and 8, 2019

Some highlights and details associated with this position:

- College Campus work schedule of Monday – Thursday, 7:30 a.m. – 5:00 p.m. and Friday 8:00 a.m. – 12:00 p.m. Over the summer, that changes to Monday – Thursday 7:00 a.m. – 5:00 p.m. with Friday off. This position may also work some evenings and weekends as necessary.
- Health benefits: The District offers several plans to employees, many of them at no cost to the employee. Additionally, Butte College employees have access to two Health and Wellness Centers through Butte Schools Self-Funded Programs. Employees can receive free or reduced cost care (depending on plan election).

Butte College's main campus is located on a 928-acre wildlife refuge and we pride ourselves on being a national college leader in sustainability. Community partnerships matter to us. We work with our K-12 partners to create career pathways for students to seamlessly move from high school to Butte College coursework or credit to transfer to a four-year university. In fact, Butte College has the highest transfer rate of all California community colleges to California State University, Chico. Butte College contributes to economic development through the Training Place, and the Small Business Development Center.

For [50 years](#), we have successfully provided a quality educational experience to our students, offering associates degrees and training in career fields including business, medical, law enforcement, welding, automotive, computers, and more.

The ideal candidate will share Butte College's commitment to our [mission and values](#), especially our commitment to educating our racially and socio-economically diverse student population. We currently enroll around 16,000 students annually, many of whom are from racially minoritized populations. 59% of Butte College students are white, 27% are Latinx, 6% are Asian, 3% are African American, 2% are Native American, and 4% are multi-ethnic. As an emerging Hispanic Serving Institution (HSI), Butte College understands that it has a great responsibility to the educational attainment and economic well-being of our surrounding communities.

The successful candidate will join a campus community that demonstrates its commitment to student equity by supporting ongoing professional development for students, faculty and staff. These opportunities include a Cultural Awareness Community of Practice, FAIR Classrooms, active Diversity and Student Equity Committees, support for our [undocumented and AB 540 students](#), a robust set of culturally responsive programs and events, and conferences related to equity-mindedness and supporting the success of our diverse students.

OVERVIEW:

Under the direction of an Administrator, performs job analysis and evaluations; a wide variety of complex, diverse, technical and confidential analytical tasks in the development and maintenance of personnel records systems; assists with the daily operations and technical functions of the Department ensuring compliance with applicable collective bargaining agreements, policies, procedures and regulations. This position requires a definable body of knowledge and skills.

REPRESENTATIVE DUTIES:

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

1. Analyzes, interprets, and applies employment laws and human resources regulations, employment policies and procedures, state and federal laws, collective bargaining agreements, minimum qualifications, salary placement, compensation and the Education Code. Responds to and provides information and assistance in person, via the telephone, or through written communication to District personnel and the general public*
2. Conducts and/or assists with classification activities, including desk audits and researching and analyzing compensation and related information to prepare reports and make recommendations *
3. Calculates, sets-up and maintains accurate salary schedules for the District within the HRIS and on the District's internal and external webpage*
4. Processes, analyzes and maintains longevity, step and column increments for employees; maintains professional growth application process and determines appropriate payment*
5. Provides technical support to department chairs/coordinators, clerical staff, Office of Instruction, Scheduling Center and Payroll Office personnel to assist with scheduling instructors, generating faculty contracts and preparing payroll; assists HR Benefits Analyst with load calculations related to employee leave of absence in accordance with applicable collective bargaining agreements and Education Code*
6. Acts as liaison for faculty Longevity, Tenure and Professional Advancement (LTPA) Committee to coordinate processes related to faculty sabbatical and load bank leave, tenure review and professional advancement related to column and longevity placement*
7. Acts as liaison for Academic Senate Equivalency Committee to coordinate processes related to equivalency review for faculty minimum qualifications, FSAs and applicant materials, ensuring compliance with State Chancellor's Office, Academic Senate and District policies and procedures*
8. Manages the onboarding process for classified, short-term, faculty and management personnel including correct calculations, salary placements, required certifications and classifications; ensures pre-employment requirements such as TB clearance, live scan transaction, pre-employment physical, etc; prepares, distributes and monitors academic and administrative contracts; serves as credentials, discipline and/or Faculty Service Area (FSA) analyst. Coordinates with HR Benefits Analyst and Payroll Office personnel on eligibility elections for retirement plans and fringe benefits. Plans, updates and facilitates new hire orientations. Processes retirements, resignations and other terminations*
9. Maintains and updates seniority rosters for classified, full-time and associate faculty personnel in accordance with Education Code and collective bargaining agreement provisions; conducts lottery draw for regular classified and academic staff for rank order of seniority or lay-off; assists with coordinating the lay-off process, ensuring compliance with collective bargaining agreements*
10. Actively participates in the recruitment process; coordinates transfer requests, work-load increase offers and applicable job offers to eligible 39/63-month list applicants; reviews job announcements for accuracy; analyzes applications to ensure college accreditation, degrees, and minimum qualifications and evaluates all required documentation. Coordinates the associate faculty pool application and internship program processes with department chairs/coordinators and clerical staff. Monitors mandated minimum qualifications and Education Code requirements*
11. Coordinates reasonable assurance processes for required personnel and availability processes for associate faculty in accordance with the collective bargaining agreements; reviews unemployment claims and submits responses as needed; may represent the District at EDD hearings*
12. Conducts and/or assists with administrative investigations by interviewing appropriate parties, analyzing evidence and other information to find facts; and preparing investigation reports and other related documents. Prepares confidential correspondence and maintains a variety of confidential files and employee records*
13. Provides technical review and guidance on employment actions to be taken to the Board of Trustees*
14. Ensures the standards of confidentiality are maintained at all times*
15. Participates and assists with the grievance process, labor relations programs and negotiations by interpreting collective bargaining unit provisions, gathering and analyzing data, meeting and communicating with management, union representatives and employees on contractual issues, making recommendations and acting as a resource during labor negotiations. May serve on District negotiating teams*
16. Proficient in various computer applications and software packages, including Microsoft Office Suite; maintains and generates reports from a database or network system; prepares a variety of correspondence and documents using a variety of software*
17. Performs special projects over a broad range of Human Resources activities at the request of supervisors involving data gathering, statistical analysis, report generation and/or recommendations for actions as appropriate*

18. May assist with entering employee records into the HRIS.
19. Establishes and maintains positive relationships with members of the College community
20. Serves on a variety of District committees as requested.
21. May perform other duties as assigned within the scope of the classification

QUALIFICATIONS/REQUIREMENTS:

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Associate's Degree or the equivalent*; **AND**
- Three (3) years of work experience related to the Representative Duties of this classification.

*Associate's Degree education equivalency equals two (2) years of increasingly responsible experience for each full year (24-30 units) of college.

DIVERSITY QUALIFICATIONS:

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

DESIRED QUALIFICATIONS:

- Bachelor's Degree
- Experience with Datatel/Colleague or another HRIS system
- Evidence of effective conflict resolution skills
- Experience working in an educational setting
- Advanced experience and/or training in human resources management
- Effective presentation skills

KNOWLEDGE, SKILLS, AND ABILITIES: May be acquired through education, training, and/or experience.

Knowledge of: District policies, rules and procedures; supervisory and managerial concepts and practices; laws and ordinances pertaining to the specific responsibilities of the position; current trends affecting the management of Human Resources; California Education Code, CalSTRS and CalPERS, equal employment opportunity principles and practices; public personnel classification and compensation analysis and evaluation methodologies; computer-supported database management and data analysis; website maintenance; investigative methods and practices; and current office practices and technology.

Ability to: analyze and apply District and departmental policies, procedures, rules and regulations, collective bargaining agreements, contracts and applicable laws related to human resources activities and functions; develop and implement effective plans and programs; stay current with laws, regulations and guidelines related to human resources within the public sector; effectively gather, prepare, analyze and interpret statistical, legal and program-related information; utilize Microsoft Office Suite and database management; establish and maintain efficient record-keeping systems; maintain records accurately and with confidentiality; make required mathematical calculations accurately; work accurately at a fast pace under the pressure of deadlines; analyze transactions and identify deviations from applicable policies and procedures; utilize keyboarding skills commensurate with the required functions for this position; use a variety of software and hardware to perform advanced-level document production; show evidence of excellent written and verbal communication skills; evaluate evidence, testimony, and other appropriate information to make determinations and findings of fact in administrative investigations; strong organizational skills; ability to pay close attention to detail; use discretion and professionalism in confrontational situations; exercise tact and diplomacy in dealing with sensitive situations; provide employee leadership and direction as required; work independently with limited supervision; establish and maintain cooperative working relationships with those contacted in the course of work; communicate professionally in confrontational situations; establish and maintain positive relationships with members of the College community; demonstrate sensitivity to, respect for and an understanding of the diverse staff and students within community colleges; and work effectively with diverse populations.

SUPPLEMENTAL INFORMATION:

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

No permanent staff to supervise. May provide technical direction to short-term, temporary and/or student employees.

PHYSICAL EFFORT:

Normal office environment: extensive keyboarding; sitting at computer most of the workday.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Normal office environment.

This is an exempt, salaried position and may be required to work beyond standard office hours during peak periods or special projects.

PRE-EMPLOYMENT REQUIREMENTS:

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
3. As a condition of employment the position you are applying for will require that you provide fingerprints to the local police department. The fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility. If you should be offered this position you will be asked to sign a payroll deduction form which will authorize the District to deduct the fee charged by the DOJ from your first paycheck.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The Butte-Glenn Community College District is an Equal Opportunity Employer.

-----Application Instructions-----

ALL APPLICANTS, INCLUDING CURRENT BUTTE COLLEGE EMPLOYEES, MUST SUBMIT ALL REQUIRED DOCUMENTS WITH THE ONLINE APPLICATION IN ORDER TO MOVE FORWARD IN THE RECRUITMENT PROCESS.

REQUIRED ATTACHMENTS

All on-line attachment types require that you attach a document.

COVER LETTER:

Please describe in your cover letter how your past experience and qualifications meet the needs of this position.

RESUME OR VITA:

Please submit this as an attachment, not as a text resume within the application.

TRANSCRIPTS OF ACADEMIC WORK:

You are required to provide transcripts for coursework and/or degrees listed on the application materials you have submitted. The transcripts must include the date the institution granted the degree. Legible copies of transcripts are acceptable at this point in the process. Official transcripts must be submitted prior to hire.

FOREIGN TRANSCRIPTS:

Foreign transcripts must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service or our website at;

http://www.butte.edu/hr/job_opportunities/associate_faculty/foreign_degree_eval.html

All offers of employment are contingent upon the submission of official transcripts showing completion of the degree.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://butte.edu/hr/>

Position #1819-00378
HUMAN RESOURCES ANALYST - ACADEMIC/CLASSIFIED
SL

3536 Butte Campus Drive
Oroville, CA 95965
530-895-2400

pustejovskych@butte.edu

Human Resources Analyst - Academic/Classified Supplemental Questionnaire

- * 1. Please identify the highest level of education you have achieved.
 - No High School Diploma
 - High School Diploma or GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
- * 2. I hold a valid driver's license and have entered the information in the personal information section on this application.
 - Yes
 - No
- * 3. I understand that Butte College does not allow applicants to submit an application with a personal or professional reference from a person on this hiring committee.
 - Yes
- * 4. I understand that the following documents; Cover letter and Resume are required documents and I have attached them with my online application. I also understand that failure to submit any of these documents as required will result in disqualification from this recruitment process.
 - Yes
- * 5. I understand that an equivalency statement and/or copies of my transcripts are required and I have attached them with my online application using the "Transcript" drop down file type. I also understand that failure to submit these documents as required will result in disqualification from this recruitment process.
 - Yes
- * 6. DIVERSITY: In the space provided, please address how your skills, experience and education have prepared you to serve and meet the needs of a diverse student/staff population. ('see attached", is not an acceptable response)
- * 7. MINIMUM QUALIFICATIONS: In the space provided, please explain how you meet the minimum qualifications for this position. ("see attached", is not an acceptable response)
- * 8. I have read and understand that all required attachments must be included with my online application and submitted by the close date and time in order to move forward in the recruitment process. I understand that I will be disqualified from the recruitment process if all required documents are not submitted (with this application) by the close date and time. This statement applies to all applicants, including current Butte College employees.
 - Yes
- * Required Question