

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

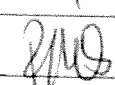
BOARD CONSENT ___ BOARD ACTION X BOARD INFORMATION (no action required) ___

TOPIC: NEW CONFIDENTIAL POSITION AND JOB DESCRIPTION – HUMAN
RESOURCES SPECIALIST

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi

APPROVED BY: Robert Silverman



Description/Background:

As a result of evaluating the functions of the Human Resources department, it has been determined that the position of Human Resources Specialist must be established. A new job description for the Human Resources Specialist was developed.

The recommended salary placement is Level 15 of the current administrative, management, and confidential salary schedule.

Need:

A new job description containing duties and areas of responsibility is needed.

Fiscal Impact: \$5,230-\$6,679 per month, plus benefits.

Recommended Action:

It is recommended that the Board of Trustees approve the new job description and placement on the administrative, management, and confidential salary schedule as listed.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ X ___ NO ___

10.3 Cooperative Agreement No. 08-Puente-CCC-05

It was MSC (Henderson/Valles, 4-0, Range absent) to approve the agreement with the Regents of the University of California Puente Project. The period of this agreement is from November 15, 2008 through June 30, 2014. Fiscal Impact: \$105,000.00 to the District over 3 years.

10.4 Purchase of Power through Community College League of California

It was MSC (Henderson/Underhill, 4-0, Range absent) to approve the continued consortium membership and direction for the Superintendent/President or Director of Fiscal Services to sign the agreement when it is delivered to the college. Fiscal Impact: None

11. HUMAN RESOURCES

11.1 New Confidential Position and Job Description –

Human Resources Compliance Coordinator

It was MSC (Henderson/Underhill, 4-0, Range absent) to approve the new job description and placement on the administrative, management, and confidential salary schedule. Fiscal Impact: \$5,629-\$7,193 per month, plus benefits.

11.2 New Confidential Position and Job Description –

Human Resources Specialist

It was MSC (Underhill/Henderson, 4-0, Range absent) to approve the new job description and placement on the administrative, management, and confidential salary schedule. Fiscal Impact: \$5,230-\$6,679 per month, plus benefits.

11.3 Updated Management Job Description – Director of the Associate Degree

Nursing Program and Allied Health

It was MSC (Henderson/Underhill, 4-0, Range absent) to approve the new job description and placement on the administrative, management, and confidential salary schedule. Fiscal Impact: \$7,186-\$9,203 per month, plus benefits.

11.4 **TABLED - Classified – Updated Job Description, Reclassification –**

Lead, Applications Services Desk

It was MSC (Henderson/Valles, 4-0, Range absent) to **table** the approval of the updated job description and revised salary placement for the Lead, Applications Service Desk until the December meeting. Fiscal Impact: \$506 per month.

11.5 **TABLED - Classified – Updated Job Description, Reclassification –**

Lead, Network Manager

It was MSC (Valles/Henderson, 4-0, Range absent) to **table** the approval of the updated job description and revised salary placement for the Lead, Network Manager until the December meeting. Fiscal Impact: \$447 per month.

11.6. New Management Position and Job Description –

Facilities Project Manager

It was MSC (Underhill/Valles, 4-0, Range absent) to approve the new management position and job description. Fiscal Impact: to be determined

11.7 AFT-PTFU Agreement

It was MSC (Henderson/Underhill, 4-0, Range absent) to approve the change to article 13, Faculty Association. Fiscal Impact: None

VICTOR VALLEY COMMUNITY COLLEGE

CLASS TITLE: HUMAN RESOURCES SPECIALIST

BASIC FUNCTION:

Under the direction of the Vice President of Human Resources, perform complex and technical duties in support of the employment operations, including confidential information with respect to contractual bargaining recruitment and selection, minimum qualifications and evaluations of employees of the District, classification and compensation.

REPRESENTATIVE DUTIES:

Gather, create or handle documents, data, or information related to employee grievances, employer's bargaining positions and negotiations proposals; may attend grievance meetings. *E*

Administer and monitor all phases of the District employment process, including recruitment, selection, mandated minimum qualifications and Education Code requirements. *E*

Provide orientation for new employees; assure the completion of appropriate forms; assess transcripts and experience to establish minimum qualifications and establish salary placement. *E*

Prepare, distribute and monitor contracts; assure proper salary placement, percentage of credit hours and appropriate credential and/or minimum qualifications. *E*

Provide specialized, technical and procedural information to staff, outside agencies and general public regarding District policy, minimum qualifications, salary placement, academic and classified collective bargaining agreements and Education Code. *E*

Assist in the coordination of the evaluation process and preparation and monitoring of related documents. *E*

Maintain personnel records and related files and documents of staff and administrators in compliance with state employment regulations, immigration laws and District policy. *E*

Prepare State Chancellor's office MIS/Staff Data Report; set up, implement and train others in the computerized database system for the department. *E*

Prepare agenda materials and reports requiring Governing Board approval. *E*

Human Resources Specialist – Continued

Assist in the preparation of materials and coordination of meetings for
Equivalency Committees. *E*

Prepare unemployment insurance claims for administrative agency. *E*

Review applications for new academic positions; assure proper college
accreditation, degrees and employment background prior to submitting to
interview committees. *E*

Assist in the revision of personnel procedures and forms; provide work direction
to others as assigned.

Respond to requests for verifications of employment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Personnel policies and procedures.

District organization, operations, policies and objectives.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform complex and technical duties in support of the employment and
evaluation of employees of the District.

Understand and interpret transcripts.

Counsel and inform applicants and employees regarding District employment
policies and minimum qualifications.

Provide work direction to others as assigned.

Operate various office equipment including calculator and computer terminal.

Set up, implement and train others on the computerized database system of the
department.

Communicate effectively with others both orally and in writing.

Maintain records and prepare reports.

Work independently with little direction.

Establish and maintain effective and cooperative working relationships with
others.

Work confidentially with discretion.

Understand and follow oral and written directions.

Type at an acceptable rate of speed.

Human Resources Specialist – Continued

Accomplish many tasks simultaneously.
Complete work with constant interruptions and demands requiring immediate attention.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level training in personnel management, business administration or related field and two years increasingly responsible personnel experience in an educational setting.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of standard office equipment.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time
Seeing to prepare and maintain reports and files.

HAZARDS:

Extended periods of time viewing computer monitor.
Possible exposure to unsatisfied individuals.

Posting Preview

Position Information

Posting Number: 0000034

Classification Title: HUMAN RESOURCES SPECIALIST

Position Title: HUMAN RESOURCES SPECIALIST

Title Code: HRSP01

Compensation: Initial salary placement ranges from \$63,180 to \$80,688 per year (Range 15 of the Administrative, Management, Confidential salary schedule), based upon education and experience. A District-paid comprehensive benefit package includes medical, dental and vision insurances for the employee and dependents, and a \$100,000 employee life insurance policy.

Job Category: Confidential

Job Summary/Basic Function: Under the direction of the Vice President of Human Resources, perform complex and technical duties in support of the employment operations, including confidential information with respect to contractual bargaining recruitment and selection, minimum qualifications and evaluations of employees of the District, classification and compensation.

Minimum Qualifications: Any combination equivalent to: two years of college-level training in personnel management, business administration or related field and two years increasingly responsible personnel experience in an educational setting.

Gather, create or handle documents, data, or information related to employee grievances, employer's bargaining positions and negotiations proposals; may attend grievance meetings. E

Administer and monitor all phases of the District employment process, including recruitment, selection, mandated minimum qualifications and Education Code requirements. E

Provide orientation for new employees; assure the completion of appropriate forms; assess transcripts and experience to establish minimum qualifications and establish salary placement. E

Representative Duties/Essential Functions: Prepare, distribute and monitor contracts; assure proper salary placement, percentage of credit hours and appropriate credential and/or minimum qualifications. E

Provide specialized, technical and procedural information to staff, outside agencies and general public regarding District policy, minimum qualifications, salary placement, academic and classified collective bargaining agreements and Education Code. E

Assist in the coordination of the evaluation process and preparation and monitoring of related documents. E

Maintain personnel records and related files and documents of staff and administrators in compliance with state employment regulations, immigration laws and District

policy. E

Prepare State Chancellor's office MIS/Staff Data Report; set up, implement and train others in the computerized database system for the department. E

Prepare agenda materials and reports requiring Governing Board approval. E

Assist in the preparation of materials and coordination of meetings for Equivalency Committees. E

Prepare unemployment insurance claims for administrative agency. E

Review applications for new academic positions; assure proper college accreditation, degrees and employment background prior to submitting to interview committees. E

Assist in the revision of personnel procedures and forms; provide work direction to others as assigned.

Respond to requests for verifications of employment.

Perform related duties as assigned.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Personnel policies and procedures.

District organization, operations, policies and objectives.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Perform complex and technical duties in support of the employment and evaluation of employees of the District.

Understand and interpret transcripts.

Counsel and inform applicants and employees regarding District employment policies and minimum qualifications.

Provide work direction to others as assigned.

Operate various office equipment including calculator and computer terminal.

Set up, implement and train others on the computerized database system of the department.

Communicate effectively with others both orally and in writing.

Maintain records and prepare reports.

Work independently with little direction.

Establish and maintain effective and cooperative working relationships with others.

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Understand and follow oral and written directions.

Type at an acceptable rate of speed.

Accomplish many tasks simultaneously.

Complete work with constant interruptions and demands requiring immediate attention.

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Knowledge Of:

Ability To:

Working Conditions: Dexterity of hands and fingers to operate a variety of standard office equipment.
Hearing and speaking to exchange information.
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Seeing to prepare and maintain reports and files.

HAZARDS:

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Possible exposure to dissatisfied individuals.

Distinguishing Characteristics:

Department: Human Resources

Posting Date: 11-18-2008

Closing Date: Open Until Filled

To be considered a candidate for this position, all materials required should be received in the Victor Valley College Office of Human Resources by the First Review Date of 01/07/2009 at 4 pm. Application materials will be accepted after this date, however, if a file is not complete by the First Review Date, the application may not be considered by the Screening Committee.

It is the applicant's responsibility to ensure that all requested materials are received. All materials included in the application packet become District property. They will not be returned and will not be copied.

All information qualifying an applicant for the position must be included on the Victor Valley College Classified Application. To assist the District in determining whether an applicant meets the minimum requirements, descriptions of an applicant's present and past job duties should include details pertinent to the position for which he/she is applying. If it is unclear whether an applicant meets the minimum qualifications for the position from the application, that applicant will be disqualified.

Application Procedures:

It is not unusual for the District to receive hundreds of applications for a position. For this reason, it is advantageous to make the application as easy to review as possible.

Candidates wishing to apply for more than one position must apply for each position separately.

A complete file consists of all of the following

1. A completed/electronically signed Victor Valley College Classified application.
2. Copies of college transcripts showing required coursework. NOTE: Transcripts must be from an accredited institution. It is the responsibility of the candidate to include U.S. evaluations of non-U.S. transcripts with the application.
3. A letter expressing interest in the position that cites specific examples from background and experiences to demonstrate the knowledge and expertise necessary for this position.
4. A current resume.
5. Three letters of recommendation from persons having firsthand knowledge of the applicant's professional qualifications, character, etc.

Victor Valley College is an Equal Opportunity Employer. Victor Valley

College prohibits sexual harassment and assures that all employees will enjoy equal opportunity regardless of race, color, religion, marital status, sex, sexual orientation, national origin, age, disability, or status as a veteran. Employment acceptance or rejection shall be based on job-related qualifications.