

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

BOARD CONSENT \_\_\_ BOARD ACTION ☒ BOARD INFORMATION (no action required) \_\_\_

**TOPIC:** NEW CONFIDENTIAL POSITION AND JOB DESCRIPTION – HUMAN  
RESOURCES COMPLIANCE COORDINATOR

**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 Compliance Coordinator must be established. A new job description for the Human Resources Compliance Coordinator was developed.

The recommended salary placement is Level 16 of the current administrative, management, and confidential salary schedule.

**Need:**

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

**Fiscal Impact:** \$5,629-\$7,193 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 ☒ \_\_\_

**Reference for Agenda:** YES \_\_\_ ☒ \_\_\_ 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 COMPLIANCE COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Vice President of Human Resources, perform a variety of highly complex duties in direct support of a wide variety of Human Resources Office programs, functions and services, including performing a wide variety of responsible duties related to equal employment, litigation, contract review, and policy development.

#### **REPRESENTATIVE DUTIES:**

Serve as the Human Resources Compliance Coordinator with a high level of independence; relieve administrator of a variety of legal, Equal Employment Opportunity (EEO) compliance duties; serve as liaison for and spokesperson of the administrator with external and internal management staff, other campus officials, staff, students, and the general public; communicate and assist in implementing administrative decisions. *E*

Research, compile, analyze, and prepare data and information for periodic and special projects reports, and confidential analysis of the impact of specific labor agreements. *E*

Ensure that the District is in compliance with Equal Employment Opportunity regulations; prepare reports and completes projects related to Equal Employment matters. *E*

Conduct District-wide training in matters pertaining to Equal Employment. *E*

Receive internal discrimination complaints as well as complaints from Department of Fair Employment and Housing related to Equal Employment; may conduct formal investigations. *E*

Receive sensitive legal documents for the District related to potential and ongoing lawsuits; keep the District apprised by providing regular updates. *E*

Coordinate annual administrator evaluation process. *E*

Coordinate yearly conflict of interest compliance. *E*

Assist the Vice President of Human Resources in preparing time-sensitive reports during labor negotiations. *E*

Develop and administer the District legal budget; monitor budget for income and expenditure compliance. *E*

## **Human Resources Compliance Coordinator - Continued**

Prepare a variety of correspondence, legal papers, and documents. *E*

Review all contracts for services entered into by the District to ensure District is protected from liability. *E*

Identify and refer matters to the Vice President of Human Resources in order of priority; interpret policies, rules and regulations in response to inquiries and complaints; refer matters to appropriate staff members as required. *E*

Maintain and update human resources administrative policies and procedures. *E*

Establish, maintain, and coordinate complex personnel, technical, and confidential files; manage data and perform various specialized computer functions on the District's on-line personal computer systems. *E*

Exercise judgment, diplomacy, discretion and a high level of independence in handling matters of a sensitive nature; promote and maintain positive staff, student, and community relations. *E*

Perform related duties and responsibilities as required.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

District organization, operations, policies, terminology, rules, programs, and objectives.

Applicable sections of the State Education Codes.

Operations and procedures of a law/legal/human resources office.

Legal terminology, forms and documents used in legal technical work.

Legal procedures and practices involved in composing, processing and filing a variety of legal documents.

Standard legal references and their contents.

Equal employment and compliance issues.

Office management principles and practices.

Principles of training.

Modern office procedures, methods, and equipment including computers.

Principles and practices of fiscal, statistical, and administrative research and report preparation.

Principles and procedures of record keeping.

Principles of business letter writing.

Methods and techniques of public relations.

Basic mathematical principles.

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

Interpersonal skills using tact, patience, and courtesy.

Public speaking and written communication skills.

## **Human Resources Compliance Coordinator - Continued**

### **ABILITY TO:**

Perform a variety of paraprofessional duties involving the use of a high level of independent judgment and personal initiative in support of Human Resources Office functions and programs including in the area of equal employment, litigation, contract review, and policy development.

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Effectively represent the Human Resources Office to outside individuals and agencies to accomplish the goals and objectives of the unit.

Interpret and apply administrative and departmental policies and procedures related to human resources.

Supervise, organize, and review the work of lower level staff.

Research, compile, analyze, interpret, and prepare a variety of reports and correspondence.

Independently prepare routine legal documents, correspondence and memoranda.

Implement and maintain standard filing systems.

Maintain confidential records and reports.

Operate a variety of office equipment including a computer and related software, typewriter, and calculator.

Plan and organize work to meet schedules and time lines.

Make mathematical calculations quickly and accurately.

Understand and follow oral and written directions.

Work independently with very little or no direction.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Make presentations and/or lead training workshops for a diverse audience.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree or two years of college level course work with major course work in legal affairs, public administration, business administration, or other related field; four (4) years of increasingly responsible administrative experience involving legal, policy, and equal employment. A Bachelor's degree can be substituted for two (2) years of experience. Paralegal experience in a community college with direct experience in EEO is highly desirable.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.

## **Human Resources Compliance Coordinator - Continued**

Frequent interruptions and distractions.

### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Hearing and speaking to exchange information on the telephone or in person.

Sitting or standing for extended periods of time.

Seeing to read and verify data and prepare various materials.

Bending at the waist.

### **HAZARDS:**

Extended periods of time viewing computer monitor.

Possible exposure to dissatisfied individuals.