

Human Resources Technician III (Confidential)
Human Resources – FT/12 Mo
CLASSIFIED OPEN AND PROMOTIONAL OPPORTUNITY

A message from Dr. Anthony E. Beebe, Superintendent/President, Santa Barbara City College -

Santa Barbara City College has created a unique academic culture, which has been recognized with numerous accolades and awards. This includes the 2013 Aspen Award for Community College Excellence in, among other things, increased levels of access and success for marginalized and low-income students.

I highlight to you the profound commitment the College has to academic excellence, diversity, equity, and inclusion among our faculty, staff, and students. As a community, we believe that diversity comes in many forms. We understand that individuals are multidimensional, shaped by the intersections of a variety of life experiences and factors. We recognize and challenge the inequities that stem from the complex world in which we live and embrace the many facets of people that make up our wonderful College.

Consequently, we seek College employees who will take responsibility for equitable outcomes and successful pathways for our students. We seek new staff and faculty to join our community and embrace our commitments.

Vision Statement:

Santa Barbara City College strives to build a socially conscious community where knowledge and respect empower individuals to transform our world.

Mission Statement:

As a public community college dedicated to the success of each student...

Santa Barbara City College provides students a diverse learning environment that inspires curiosity and discovery, promotes global responsibility, and fosters opportunity for all.

College Facts (as of Fall 2017)

- Instruction, administrative, and support services are provided by 244 full-time faculty, 532 adjunct faculty, 244 School of Extended Learning faculty, and 357 full-time staff and management.
- Santa Barbara City College currently enrolls approximately 17,457 students, the majority of whom are from racially diverse populations as follows: African American/Black – 3.3%; American Indian/Alaskan Native: 0.4%; Asian/Filipino/Pacific Islander- 8.3%; Hispanic/Latinx – 39.8%; two or more races – 4.4%; Unknown – 1.9% and White: 41.5%.
- 31.6% of SBCC's students are under age 19, 32% are between the ages 20 and 24, 22% are between the ages of 25 and 39, and 14.4% are 40 or older.
- 33.2% of SBCC's students attend full time (12 units or more), and 66.8% of SBCC students attend part-time.
- In 2009, SBCC gained the status of Hispanic Serving Institution, which among other benefits, made us eligible to apply for federal grants geared toward strengthening institutional capacity and building programs to increase the success of Hispanic and other underrepresented students.
- The College recently adopted the Umoja program, a transfer success program geared toward African-American and other black students.

ANNOUNCEMENT OF POSITION

PLEASE APPLY AT: <http://apptrkr.com/1377375>

WE NO LONGER ACCEPT PAPER APPLICATIONS

PLEASE CIRCULATE AND POST THIS ANNOUNCEMENT

Nine step salary range, initial placement customarily at first step with annual advancement to the next higher step. 40 hours per week, 12 months per year, plus fringe benefits; 12 month probation period. All work schedules and work assignments are subject to change based on the needs of the College.

**SALARY RANGE: \$5,504.67/Mo. – 6,227.50/Mo. + 5% Confidential
(Nine step Salary Range continues to a maximum of \$6,705.92)**

WORKING HOURS: Monday –Friday 8:00 am – 4:30 pm

PLEASE APPLY AT: <http://apptrkr.com/1377375>

ONLINE APPLICATION MUST BE RECEIVED BY: Thursday, March 7, 2019

Online applications must be received by 11:59 p.m. PST on the closing date.

(Interviews by Invitation Only)

BASIC FUNCTION:

Under the direction of human resources administration, plan, and coordinate recruitment and screening of all regular and contract faculty and educational administrators; assure compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges and applicable Education Code requirements; plan and coordinate the processing of new personnel; maintain the Enterprise Resource Planning (ERP) system provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports; train and provide work direction and guidance to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Technician III (Confidential) classification plans and coordinates recruitment and processing of regular and contract faculty and educational administrators, performs more technical work related to employee benefits programs, and serves as a lead person for the assigned Human Resources activity. The Human Resources Technician I classification provides front desk assistance, maintains office systems such as applicant tracking, and assists other office staff with special projects as assigned. Incumbents in the Human Resources Technician II (Confidential) class perform more technical work related to recruitments, credentialing requirements, teaching assignments, and other related functions of the academic and classified Human Resources operations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan and coordinate the College recruitment, screening and processing of new personnel according to established procedures; collect and process employment forms and applications; arrange and follow-up for clearance on fingerprints; forward new employee information to payroll and other departments.

Oversee the processing of applications and other documents; assure compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges credential

and applicable Ed Code requirements; prepare annual contracts for educational administrators and College faculty.

Maintain the Enterprise Resource Planning (ERP) system provide information and assistance to employees

Establish salary placement of new personnel according to established procedures and applicable bargaining unit contracts and Memoranda of Understanding; analyze transcripts for required degrees, upper graduate level coursework and other related requirements; track and maintain accurate salary information and update salary changes due to step increases, salary class transfer program, longevity, sabbatical leaves, tenure tracking, March 15th notices, Leaves of Absences, changes in work load and related records; prepare related Board agenda items as required.

Establish various categories of Educational Administrator and faculty annual work schedules and submit to Board for approval.

Perform a variety of technical duties in support of College classified and academic human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.

Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing (to include death claims) and fund disbursement activities; provide eligible employees, domestic partners, retirees and surviving spouses with benefits.

Serve in leadership role in integrated HRIS. Input employee, benefits and a variety of other data into appropriate computer system; maintain automated employee records and files; generate computerized reports as requested; assure accuracy of input and output data.

Perform various enrollment activities; assist employees with completing enrollment forms; process and evaluate enrollment forms according to established procedures; establish and maintain permanent employee benefits records; update records with retirement, leave and various other information as appropriate.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Conduct new employee orientation for all employees; oversee exit process for all employees. Receive and consider employee requests for disability accommodation under American with Disabilities Act (ADA); initiate and conduct interactive process with all employees returning to work following leaves of absence.

In collaboration with Payroll and immediate supervisor, oversee and coordinate leave of absence process for all employees.

Provide project assistance and support to the Vice President, Human Resources.

Oversee and maintain classified and management professional growth programs.

Create and maintain relevant and related Human Resources web pages.

Participate in the design, implementation and maintenance of the employment administration system.

Train and provide work direction and guidance to assigned staff; oversee staff involved in the recruiting process; provide the Vice President, Human Resources with staff issues or concerns.

Coordinate the recruitment efforts for vacant positions; initiate and maintain recruitment case files; arrange for and place advertisements in newspapers, web sites, journals and other recruiting sources; maintain related records. Represent college at annual Chancellor's Office Job Fair.

Serve as an informational resource to employees, job applicants and the general public; respond to inquiries and provide information regarding job openings, minimum qualifications and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications.

Coordinate and oversee the processing of personnel transactions involved in appointments, separations, change in assignment, compensation, Leaves of Absences and other related matters; oversee and maintain expected faculty academic title changes according to established academic title policy, annual evaluations of degrees, tenure tracking and longevity; coordinate extended day, temporary and categorically funded contracts.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter computer and assigned software; assist in the planning, development, implementation and maintenance of an automated human resources information system.

Coordinate educational administrator evaluations according to established timelines. Participate in faculty evaluation archiving process and archiving system maintenance.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; serve as liaison between District academic personnel and and CalSTRS to resolve personnel issues, including Post Retirement Contracts, Service Credit, Disability applications, reduced workload contracts, faculty death and other related matters. Serve as liaison between classified employees and CalPERS to resolve retirement system issues.

Establish and maintain a variety of personnel files and various statistical records for personnel according to established policies and procedures; provide research support and past practice information for negotiations and grievances as assigned; Provide support in establishing management's position during negotiations; update and maintain College catalog information on faculty listings, titles, degrees, retirements, emeritus status and other related information.

Attend workshops and review legislation and other publications to remain current regarding new laws, rules and regulations governing credentials; implement policies and procedures to assure compliance with established laws, rules and regulations, including State Minimum Qualifications for Faculty and Administrators in California Community Colleges.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Diverse academic, socio-economic, and cultural aspects including service to students and employees as it pertains to but is not limited to disability, gender, sexual orientation, and ethnic backgrounds of Community College Students.

Current laws, codes, regulations and rules related to faculty and staff.

Equity-minded human resources practices.

Best practices and procedures related to personnel.

Academic human resources recruitment and related office functions, practices and procedures.

Enterprise Resource Planning (ERP) systems.

Applicable laws, codes, regulations, policies and procedures.
Operations, policies and objectives relating to human resources activities.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Modern office procedures and record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.
Data entry and retrieval techniques.
Mathematical computations.

ABILITY TO:

Analyze and critically examine procedures and practices for efficiency, service, and support.
Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural backgrounds of Community College Students.
Perform a variety of complex technical and duties in the recruitment for and monitoring of certificated assignments.
Perform a variety of technical duties in support of human resources operations and activities.
Assure compliance with State Minimum Qualifications for Faculty and Administrators.
Ensure compliance with Title 5, Equal Employment Opportunity laws, policies, and procedures.
Analyze transcripts for required degrees, upper graduate level coursework and other related requirements;
Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures.
Perform a variety of technical duties in support of human resources operations and activities.
Oversee and participate in the recruitment, screening and processing of new personnel. Prepare and maintain a variety of manual and automated personnel files, records and reports.
Prepare announcements for job openings and place advertisements.
Learn organizational operations, policies and objectives.
Interpret, apply and explain rules, regulations, policies and procedures.
Distribute, screen and process employment applications and other personnel-related documents.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.
Utilize efficient time management strategies in performing job duties.
Make mathematical computations with speed and accuracy.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: associate's degree supplemented by coursework in business, human resources or related field and four years increasingly responsible clerical or human resources or related experience.

PREFERRED QUALIFICATIONS:

A bachelor's degree in industrial organization, industrial psychology, business management, human resources, or related field.
At least three years of progressively responsible experience in human resources.
Experience working in institutions serving diverse populations.
Experience with equity-minded practices in recruitment and selection of personnel.
Experience working in the public sector (K-12, Community College, Government, etc.)

WORKING CONDITIONS:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal laboratory and office equipment.
Seeing to view a computer monitor.
Reading a variety of complex materials.
Ability to remain in a stationary position (sitting or standing) for extended periods of time.
Communicating and expressing oneself clearly on a variety of educational topics in conversation with, and presentations to, staff, students, and members of the community.
Monitor student activities.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching.
Mobility to reach various campus locations.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling objects as assigned by the position.

GENERAL REQUIREMENTS (Upon Offer of Employment):

- The selected candidate must be fingerprinted and tested for tuberculosis prior to the start of employment.
- The Immigration Reform and Control Act of 1986 requires verification of identity and the right to work in the United States.
- Selected candidate must be able to perform essential functions of the position with or without reasonable accommodations.
- Proof of college coursework or degrees indicated will be required of selected candidate.
- All offers of employment are subject to approval by the Board of Trustees.

BENEFITS:

- The District offers a cafeteria style plan in which employees are given a district allowance and may choose from a number of medical and dental plans. Life and income protection insurances are also available.
- Vacation days (based on assigned hours) are earned and accumulated on a monthly basis.
- Sick leave is earned at the rate of one day (based on the number of assigned hours) per month, and is accumulative from year to year.
- Holidays: 15 holidays per year.

- Credit Union: The Santa Barbara Teachers Federal Credit Union offers a variety of services.
- Retirement: Employees, who work 20 or more hours per week, are covered by the Public Employees Retirement System (PERS), Social Security, and Medicare.

APPLICATION PROCESS

Apply online at <http://apptrkr.com/1377375>. We no longer accept paper applications. Assistance with the online application process is available on campus at the Human Resources office, 721 Cliff Drive, SS-230, Monday-Thursday: 8:00 a.m. – 4:00 p.m., Friday 8:00 a.m. – 12:30 p.m., or by phone (805) 965-0581 ext. 2258. Resumes are not accepted in lieu of SBCC online application. Online applications must be received by 11:59 p.m. on the closing date.

Additional Instructions:

Within the online application is a required supplemental question on diversity. The committee will be reviewing your answer as part of the screening process. Please take your time and answer the question thoroughly.

ACCOMMODATION FOR THE DISABLED: If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please call the Human Resources Office.

SBCC is an equal opportunity employer committed to nondiscrimination on the basis of national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicants with disabilities who self-disclose.

- EQUAL OPPORTUNITY - TITLE IX EMPLOYER
JOB# 1/19 – C303