



SANTA MONICA COLLEGE  
invites applications for the position of:

# Human Resources Analyst - Employee and Labor Relations (Confidential)

**SALARY:** \$35.84 - \$43.57 Hourly  
\$6,213.00 - \$7,552.00 Monthly  
\$74,556.00 - \$90,624.00 Annually

**OPENING DATE:** 02/13/19

**CLOSING DATE:** 03/06/19 11:59 PM

**DESCRIPTION:**  
Merged Promotional & Open Competitive

**HUMAN RESOURCES ANALYST-EMPLOYEE & LABOR RELATIONS (CONFIDENTIAL)\*\***  
**\*\*(Salary and job duties are currently under review, and are subject to Personnel Commission Approval)**



Santa Monica College is pleased to invite applications for the position of Human Resources Analyst - Employee & Labor Relations (Confidential). This position will directly support the District's efforts to provide an environment that is conducive to student and employee success, by performing a wide range of professional duties related to employee and labor relations, Title 5, Title IX, and investigations requiring a high degree of autonomy and independent judgment.

**Salary:** Please note that a **5% pay differential** will be added to the salary shown above for

this position, because **variable working hours** will be required.

### **What You Will Bring to the Table**

Our ideal candidate will possess:

- Extensive experience conducting investigations related to alleged discrimination and harassment, analyzing and evaluating information, and formulating conclusions in accordance with evidence and applicable laws and policies.
- Extensive experience conducting investigations related to employee discipline, analyzing and evaluating information, and formulating conclusions in accordance with evidence and applicable laws and policies, preferably in a unionized or community college environment.
- Excellent oral and written communication skills, and prior experience writing formal reports/memos related to investigation findings, disciplinary actions, or related activities.
- A strong understanding of applicable state and federal laws and regulations (e.g., Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA), Title IX of the Education Amendments of 1972, California Fair Employment and Housing Act).
- An exceptional ability to build trust with individuals encountered in the course of investigations, mitigate conflict, and build working relationships with stakeholders at all levels of the organization, including employees, management, and union leadership.
- Prior experience planning, coordinating, and executing multiple complex assignments with a high level of initiative under minimal supervision, including experience coordinating and managing large-scale events (e.g., District-wide professional development programs and activities).
- Experience working with stakeholders to facilitate development and coordination of formal training programs and activities, including experience developing and delivering training sessions.

***This position is typically scheduled to work Monday through Friday from 8:00 A.M. to 5:00 P.M., 40 hours per week, 12 months per year.***

### **About the SMC Family:**

Thank you for your interest in joining the SMC family, where you will work beside a diverse group of individuals who leverage their combined talents and passions to accomplish something great. No matter what department you are in, or what job you have, your contributions will be critical to helping our students fulfill their dreams - landing that new job, or breaking through the cycle of poverty. We are excited that you are here, and look forward to your participation in our hiring process.

Located in Southern California less than two miles from the Pacific Ocean, Santa Monica College is currently known as the number one transfer college to UCLA, USC, the University of California system, and Loyola Marymount University. SMC is accessible on the Santa Monica Big Blue Bus line and near the Metro EXPO Line, 17th St/SMC Station. We have a 38-acre main campus, approximately 34,000 students, and offerings in more than 80 fields of study. We also pride ourselves on preparing students for careers of the 21st century in such fields as solar technology, entertainment technology, computer technology, nursing and health care, and graphic design. Santa Monica College has also recently instituted a unique and exciting opportunity for students to earn a Bachelor of Science Degree in Interaction Design.

### **Benefits**

New full-time confidential employees of Santa Monica College are entitled to a number of benefits, including:

- **16 paid holidays**
- **24 paid vacation days**
- **12 paid illness days**

- **Fully paid medical, dental, and vision-care coverage (including eligible dependents)**
- **Membership in the California Public Employee Retirement System (CALPERS)**
- **5% increase in base pay for every 5 years worked with SMC, up to 35 years of service.**
- **FREE Big Blue Bus access and monthly incentives for eligible employees through the [Sustainable Transportation Incentive Program](#)**

*The list from this recruitment will also be utilized to fill any vacancies that may occur during the one year life of the Eligibility List, which may include temporary and permanent positions.*

### **Selection Process**

The selection process tentatively consists of a Qualifications Appraisal Interview with Technical Writing Project (weighted 100%), possibly preceded by a Training & Experience Evaluation (pass/fail). Candidates must be successful on all examination parts to be placed on the eligibility list.

Santa Monica College reserves the right to modify the stated examination components and weights prior to the administration of any examination.

**NOTE: Generally, new employees start at the first step on the salary schedule. A new permanent classified employee may request a higher salary placement (not to exceed the third step) based on recruitment issues and/or additional training and experience which greatly exceeds the minimum requirements.**

*Communication for this exam will be via e-mail. You must check your e-mail on a regular basis to be informed of your status for this exam.*

*"The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (Equal Employment Opportunity and Nondiscrimination in Employment) may be accessed at: <http://bit.ly/smc-hr-bp3120>.*

"Santa Monica College encourages candidates that are equity-minded to apply. SMC is a minority-serving, Hispanic-serving institution. We actively seek to attract candidates from minority groups that value equity, diversity, and inclusion. Equity, diversity, and inclusion are built into the culture at SMC, and are an essential component of the work that we do. SMC is committed to racial and socioeconomic diversity as it is a reflection of our student population and we strive to hire candidates that share this commitment."

### **EXAMPLES OF DUTIES:**

Conducts investigations related to employee and labor relations, and discrimination and harassment allegations; presents findings and conclusions to management, prepares and edits related reports and may make recommendations for follow-up or further action.

Conducts research and analysis of collective bargaining, disciplinary actions, workplace investigations, Title 5 and Title IX concerns, and other employee relations matters.

Responds to initial oral or written inquiries on routine labor and employee relations matters, and campus community concerns, including those related to discrimination and harassment, and forwards more complex issues to the Vice President of Human Resources or designee.

Gathers, analyzes, organizes and compiles documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings, and mediations.

Maintains confidential case files and logs on investigations and audio recordings of interviews.

Assists in responding to government agency complaints, including proceedings before the California Department of Fair Employment and Housing Commission (DFEH), the Equal Employment Opportunity Commission (EEOC), the Department of Labor (DOL), etc.

Assists the Chief Negotiator in negotiations of wages, hours and other terms and conditions of employment; formulates and recommends effective bargaining strategies and techniques.

Advises management and supervisory personnel on disciplinary and performance issues and grievance policies and procedures and recommends solutions to personnel related issues.

Assists management in developing and implementing new operational procedures to accommodate legislative changes; develops and monitors operational procedures to enhance workflow and program effectiveness.

Provides information and assistance to District personnel, staff and the public regarding a variety of HR matters.

Makes presentations to District stakeholders, as requested.

Manages complex special projects, as assigned; compiles and evaluates statistical and other data to prepare various reports.

Remains current on related laws, regulations and practices affecting labor and employee relations, subscribing to related literature, attending conferences, seminars, and/or enrolling in courses.

Participates in the design, coordination and/or implementation of workshops and training programs for the College community, which may include planning and organizing speakers, training content, participants, and event logistics, and developing and conducting trainings.

#### **MINIMUM QUALIFICATIONS:**

##### ***Education Requirement:***

Graduation from an accredited four-year college or university, preferably with a major in business administration, public administration, personnel administration or a closely related field.

##### ***Experience Requirement:***

Two (2) years of increasingly responsible technical and analytical labor and employee relations experience within an Administrative Services or Human Resources department. Experience performing investigations related to labor and employee relations, unlawful discrimination, or Title IX is preferred.

##### **Non-Qualifying Experience:**

Experience not primarily concerned with Human Resources is not qualifying. For example, most work experience in a supervisory or managerial position requires responsibility for some HR functions. However, if the dominant responsibility of the position is not concerned with a fundamental component of a structured HR/Personnel system (i.e., benefits, classification, recruitment, labor relations, etc) such experience is not considered qualifying.

Clerical experience in a HR/personnel program involving work which is limited to the application of HR/personnel rules, regulation and procedures in support of the HR/personnel functions described above is not qualifying.

**Education/Experience Equivalency:**

A Master's degree in a related field may substitute for one year of experience. Two years of college may be substituted with an additional four years of experience in labor and employee relations.

**SUPPLEMENTAL INFORMATION:**

**MERIT SYSTEM:** Santa Monica College is a merit system employer committed to the following principles: 1) Hiring and promoting employees on the basis of ability through competitive selection; 2) Fair compensation on the basis of like pay for like work; 3) Retaining employees on the basis of performance 4) Training for high quality performance; 5) Assuring fair treatment of employees without illegal discrimination; 6) protecting employees against political coercion; and 7) Providing for due process in the event of disciplinary action

**APPLICATION PROCEDURE:** Official SMC application forms and related materials must be fully and correctly completed for each examination. A separate application must be submitted for each position. Resumes may be submitted for any position, but will not be accepted in lieu of a District application. The Personnel Commission may obtain confidential employment references from current and previous employers after you complete an "Authorization to Release Information" form at the Final Selection Interview. Within approximately two weeks after the closing date, applicants will be notified regarding the status of their application. Applicants requiring special application, testing, or interview arrangements due to a disability, should notify the Personnel Commission office at the time of application submission. The District does not return materials submitted.

**SELECTION PROCEDURE:** Examinations may consist of a written or performance test, an evaluation of training and experience, an oral examination or interview, or other tests determined by the Personnel Commission office. Additional credit is added in entry-level examinations to the composite passing score of qualified veterans for war service (5 points) and disabled veterans (10 points) upon presentation of proof of veteran status at the time of application. Requests for reconsideration of questions contained in written examinations must be made in writing on the day the test is administered. Applicants selected for an oral interview will be notified in writing of the time and place of the interview. Interviews are conducted by a Qualifications Appraisal Interview Panel. Travel costs related to the examination/interview will be borne by the applicant. Final test results are e-mailed or mailed within approximately 15 days after the examination/interview. Requests to review scores must be made during the five day review period following notification results.

**ELIGIBILITY LIST:** Candidates who attain a passing score on each part of the examination will be placed in rank order on the Eligibility List. The Eligibility List is available for review by exam candidates for a five-day review period following notification. Unless otherwise indicated, Eligibility Lists are established for a period of one year. Eligible's names will remain on the List until they are hired, decline three interview opportunities, or make themselves unavailable. Unless otherwise stated on the Job Bulletin, when a Promotional and Open-Competitive List is established, the Promotional List will be used first. Final selection will be made from the appropriate Re-employment or Transfer List, if any, and from the top three ranks of Eligibles that are "ready and willing" to accept the vacant position, and who meet any required BFOQ. It is the candidate's responsibility to notify the Personnel Commission office of any e-mail address, street address and/or phone number changes. Eligibles will be certified only for the locations and shifts they indicated on the availability statement completed at the interview. An eligible may change their availability by notifying the Personnel Commission office.

**ADDITIONAL REQUIREMENTS:** All offers of employment are conditional, based upon successful completion of: 1) Fingerprinting/Conviction Clearance: State law requires that all employees be fingerprinted to check for, or verify, conviction records. All candidates with a conviction record for any offense, other than minor traffic violations, must file a Conviction

Record Statement in the Personnel Commission Office. Conviction records will be fully investigated. A record of conviction will not automatically disqualify an applicant, but failure to list all convictions may result in disqualification or dismissal; 2) TB Test: All persons selected must successfully pass a tuberculin skin test or chest x-ray; 3) Eligibility to Work: Upon hire, each new employee must complete an I-9 Form and present supporting documents establishing proof of identity and employment eligibility as outlined in the Immigration Reform and Control Act.

In compliance with the Immigration Reform and Control Act of 1986, Santa Monica College requires that all new employees provide documentation to establish both work authorization and identity.

**PROBATION PERIOD:** Permanent Confidential Employees become permanent upon successful completion of 6 months of work.

**SALARY AND BENEFITS:** Beginning Salary: Based upon training and experience that is directly related to their classification that exceed the minimum qualifications, new permanent Confidential Employees may request higher salary placement. The maximum initial placement is on Step C of the salary schedule. Advanced salary placement must be requested at the time of hire and is subject to verification of qualifying training and experience. Vacation and Sick Leave: Confidential employees receive vacation at the rate of two days per month and sick leave at the rate of one day per month. Longevity increments of 5% are granted at the completion of 5, 10, 15, 20, 25, 30 and 35 years of service. Holidays: Confidential employees receive 16 paid holidays per year. Benefits: Permanent full-time employees receive fully paid medical, dental, and vision-care coverage. Benefits for permanent part-time employees are prorated according to the number of hours worked per week.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.smc.edu/jobs>

Office Location - 2714 Pico Blvd., SM, CA 90405  
Mailing Address - 1900 Pico Blvd.  
Santa Monica, CA 90405  
(310) 434-4410

[personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu)

Position #HRA-EELR2019  
HUMAN RESOURCES ANALYST - EMPLOYEE AND LABOR  
RELATIONS (CONFIDENTIAL)  
JL

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## Human Resources Analyst - Employee and Labor Relations (Confidential) Supplemental Questionnaire

- \* 1. The following supplemental questions will be used to assist us in screening your application. You are required to answer each of the following questions truthfully and completely. This questionnaire will be used to determine if you meet the minimum qualifications for this job. **Your responses to this questionnaire may also be used to evaluate your qualifications beyond the minimum requirements, as part of a Training and Experience Evaluation exam(T&EE). As such, please take the time necessary to answer the questions thoroughly. A resume may be attached to your online application, but will not be accepted in lieu of a completed supplemental questionnaire. Applications submitted without a completed supplemental questionnaire will not be considered.** It is imperative that your responses to the questionnaire provide a true and accurate reflection of your background. Additionally, your answers MUST be supported by the information you have entered in your general application. Responses which cannot be substantiated by information contained in your application will be deemed invalid. Falsification, exaggeration, and

misrepresentation will result in your disqualification. Your responses will be evaluated as submitted. Do you agree to answer the following questions truthfully and completely AND understand that falsification or overstatement of your qualifications is grounds for disqualification of your application?

Yes  No

- \* 2. Candidates must possess two (2) years (40 hours per week, 12 months per year, or equivalent part-time experience) of increasingly responsible technical and analytical labor and employee relations experience within an Administrative Services or Human Resources department. Do you meet this experience requirement? **\*\*Please note:** Technical and analytical experience that is not primarily concerned with Human Resources, or clerical experience in a HR/personnel program involving work which is limited to the application of HR/personnel rules, regulation and procedures, is not qualifying. Note: A Master's degree in a related field may substitute for one year of experience.
  - Yes, I meet this experience requirement
  - No, I do not meet this experience requirement. However, I have at least one (1) year of technical and analytical labor and employee relations experience in an Administrative Services or HR department AND a Master's degree in a related field.
  - I do not meet the experience requirement, and do not have a related Master's degree to substitute for the missing experience
- \* 3. Please provide information to support how you meet the experience requirement. **Do not** write "refer to resume". For **each job** that you are using to meet the experience requirement, please: (1) list the organization and dates of employment (month/year); (2) describe the duties you performed in the areas of labor and employee relations If you do not have relevant experience in this area, please type "N/A".
- \* 4. Candidates must possess a Bachelor's degree from an accredited college or university. Do you meet this education requirement? **Please note:** Four (4) additional years (6 years total) of technical and analytical labor and employee relations experience within an Administrative Services or HR department may substitute for two (2) years of education.
  - Yes, I possess a Bachelor's degree
  - No, I do not possess a Bachelor's degree. However, I possess at least 60 semester/90 quarter units AND at least 6 years of qualifying technical and analytical labor and employee relations experience
  - No, I do not meet this education requirement.
- \* 5. **Please attach a copy of your official or unofficial college transcripts verifying all degrees you have earned and units you have completed.** Failure to submit required transcripts will result in the disqualification of your application for this position. I understand and agree to comply with these instructions.
  - Yes  No
- \* 6. Please describe the **specific steps** you take when conducting an investigation, and the **types of investigations** with which you have experience. If you do not have relevant experience in this area, please type "N/A".
- \* 7. Please provide a detailed description of your experience conducting investigations of Discrimination and harassment (such as age, disability, race/ethnicity, sex, sexual harassment, etc.) and sexual misconduct (Title IX) **For each relevant job, please**

**indicate:** (1) Your job title, organization, and dates of employment. (2) The scope of your responsibility for performing **each** of the above duties. (3) Relevant laws, policies, union agreements, or other materials you utilized. If you do not have experience in this area, please type N/A.

- \* 8. Please provide a detailed description of your experience researching and advising employees and management on employee and labor relations matters. **For each relevant job, please indicate:** (1) Your job title, organization, and dates of employment. (2) The scope of your responsibility for performing **each** of the above duties. (3) Relevant laws, policies, union agreements, or other materials you utilized. If you do not have experience in this area, please type N/A.
  
- \* 9. Please provide a detailed description of your experience conducting investigations of employee grievances and disciplinary matters. **For each relevant job, please indicate:** (1) Your job title, organization, and dates of employment. (2) The scope of your responsibility for performing **each** of the above duties. (3) Relevant laws, policies, union agreements, or other materials you utilized. If you do not have experience in this area, please type N/A.
  
- \* 10. Please discuss your prior experience planning, coordinating and overseeing the implementation of large-scale projects involving multiple stakeholder groups and/or multiple moving parts. Provide specific examples of projects you worked on, your role in project planning/implementation, and the stakeholders involved. If you do not have experience in this area, please type N/A.
  
- \* Required Question