



MT. SAN JACINTO COLLEGE
invites applications for the position of:

Professional Development Coordinator, Human Resources

SALARY: \$5,724.96 - \$6,073.61 Monthly

OPENING DATE: 03/01/19

CLOSING DATE: 03/15/19 11:59 PM

JOB SUMMARY:

Under general direction of the Chief Human Resources Officer or designee, facilitate, coordinate and manage appropriate and timely professional development workshops for management and staff; assist with the design, planning and implementation of various programs to address institutional, departmental and professional training needs; and provide support for training as assigned. Ensuring compliance with laws, rules and regulations and promotes the vision and mission of the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Perform a variety of duties independently in support of the Chief Human Resources Officer and Director of Human Resources to coordinate and facilitate a staff development training program for management and classified groups
- Design, plan and implement various programs to address institutional and departmental training needs; design and conduct an annual needs assessment for classified and management groups; prepare flyers and announcements for workshops
- Design, plan and implement new employee orientation
- Remain current in addressing the professional and technology development needs of the educational institution, conduct a variety of professional meetings; chair assigned committees; develop agendas, record minutes and provide appropriate follow-up; meet with other college campuses and staff development officers/coordinators to share resources and ideas
- Organize, schedule and coordinate the logistics of planned staff development classes and workshops
- Assist in the selection of consultants and internal faculty and staff to conduct training and workshops; conduct individual evaluations and prepare summaries of performance indicators
- Prepare the Staff Development event calendar; type, format, proofread, edit and prepare calendar for printing and distribution
- Participate in the implementation of Staff Development classes and workshops; serve as liaison with workshop presenters; process registrations
- Assist the Director with information gathering and report development as related to the staff development programs; prepare staff development reports
- Provide assistance and information to management and staff concerning staff development training; answer questions and provide assistance to administrators

- and staff concerning scheduled functions
- Attend a variety of meetings, training sessions, conferences and seminars as required
- Maintain a library of Staff Development resource materials
- Post and maintain Staff Development processes to the Human Resources website and professional development tracking system
- Process salary advancement requests for all District employees

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent should possess knowledge of:

- Principles and practices of training and development methods and techniques
- Operations, procedures and methods used in a management and classified staff development program
- Employee group collective bargaining agreements
- District organization, policies and objectives
- Principles and practices of public administration for budgeting, purchasing and record keeping
- Principles and practices of sound business communication
- Modern office methods, practices and equipment
- Standard business software, including word processing, spreadsheets and presentation programs

The incumbent should possess skills in:

- Working effectively as a team member
- Meeting schedules and timelines
- Communicating clearly and effectively both orally and in writing
- Maintaining documentation and records
- Handling multiple assignments simultaneously and set priorities based on customer needs

The incumbent should possess the ability to:

- Identify and assess training needs
- Develop and manage training programs to meet departmental and college-wide needs
- Apply research and evaluation techniques
- Coordinate and perform administrative support duties involving the use of independent judgment and personal initiative
- Assist in coordinating and supervising assigned activities
- Compile and assemble data from a variety of sources
- Work independently
- Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility
- Prepare clear, concise and accurate reports, correspondence and other written materials
- Operate computers and other standard office equipment
- Organize and maintain specialized files
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential employee issues and situations
- Establish and maintain cooperative and effective working relationships with others, including those from a diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

QUALIFICATIONS AND REQUIREMENTS:

MINIMUM QUALIFICATIONS

1. A Bachelor's degree in business administration, public administration, human resources (or in a related field); (*attach transcripts) **AND**
2. Two (2) years of professional experience in training or staff development programs; **AND**
3. Two (2) years of professional experience working in Human Resources; **AND**
4. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

SUBSTITUTIONS

- A Master's degree in a related field may be substituted for up to two (2) years of professional experience in training or staff development programs

DESIRED QUALIFICATIONS

1. A Master's degree in a related field
2. Six (6) years of professional experience in Human Resources

CONDITIONS OF EMPLOYMENT

Initial salary placement for this position is from **Step 1 to Step 3** depending on the amount of reasonably related experience. This job is a Confidential position, **Level 30**, working full-time, 40 hours per week, 12-months. The position serves District-Wide; applicants may be assigned to any district facility. **The current work schedule is Monday through Thursday 7:30 am – 5:00 pm and Friday 8:00 am – 12:00 pm.** Work hours are subject to change depending on department needs.

A twelve-month probationary period must be successfully completed before the selected candidate is considered a permanent employee of the District. The District provides a contribution towards medical, dental, vision, and life insurance. Vacation and sick leave are provided. PERS participation is required for retirement eligible employees. **As a condition of employment candidates will be required to complete a live scan for fingerprint clearance and a Tuberculosis (TB) test/Tuberculosis Risk Assessment form developed by the State Department of Public Health.**

SALARY SCHEDULES

APPLICATION PROCEDURES

1. Applications must be submitted through our online job board;
2. Attach a current resume
3. Attach unofficial transcripts of **ALL** college-level coursework
4. MSJC application must include details regarding how you satisfy the job requirements; including a statement of your philosophy regarding education and how you meet the qualifications (thoroughly answering supplemental questions "**Personal Qualifications Statement**" and "**Diversity Statement**" on the MSJC application is acceptable, or a separate document may be included in your submission) Attach or include on MSJC application; certification, training, vocational, or related program(s) if applicable

TIPS FOR APPLYING

- For positions that require education, transcript(s) must be attached to your application submission to verify completion of college-level coursework
- Carefully review the **Application Procedures** and **Tips for Applying** to ensure your submission meets the minimum qualifications
- If selected for an interview, a presentation and/or teaching demonstration may be required as a part of the interview process
- The documents attached to your online application must satisfy the **Minimum Qualifications** listed for this job
- Before scanning attachments, **remove/redact sensitive, confidential information** such as date of birth, social security number, address, photograph
- If you are employed by the District, it is still the **applicant's responsibility** to upload the required attachment(s) to each application submission. The hiring committee does not have access to personnel files. The hiring committee only has access to evaluate the documents included with your application
- Your application may be marked as incomplete due to an error with your transcript(s).
 - **TRANSCRIPT TIPS:**
 - Only transcripts from an accredited college or university will be accepted
 - Transcripts must clearly include required authenticating factors: college/university **seal, watermark** or official **website footer**, print or issue **date, name** of student, list of all **coursework**, degree **conferral date**, and degree **major**
 - The **easiest document for us to authenticate** is a scanned, PDF copy of your official transcript; and therefore, this method is strongly recommended
 - Transcripts copied and pasted from a website typically do not contain enough information for us to authenticate; and therefore, are **not** recommended
 - Transcripts copied and pasted into a program where the text can easily be manipulated cannot be authenticated and are **not** accepted as unofficial transcripts
 - Electronic/digital transcripts sent by a college are typically official, certified, and restricted electronic documents; and therefore, it's recommended to print and save this type of transcript to a separate file before attaching to your online profile - otherwise we may be unable to open or view the attachment
 - Foreign transcripts are not considered unless accompanied by an official United States clearing house evaluation report, see
 - If you attach documents that contain a photograph, it will be deleted from your submission
 - If hired, you must submit official, unopened transcripts prior to employment commencement
- You must attach all the required documents before submitting your online application; otherwise it will be marked as incomplete
- If you receive notice that your application was marked as incomplete, you are **welcome to reapply as long as the position is still open**
- We do not accept documents submitted separate from the NEOGOV online application system
- Any documents you want considered as part of your application profile **MUST** be included at the time you apply through NEOGOV
- Hiring committees do not allow applicants to share documents during the formal interview (resume, portfolio, reference letters, etc.). The only exception would be if there are documents explicitly related to instructions included in a demonstration or presentation task

THE COLLEGE:

Mt. San Jacinto College (MSJC) is a single-college, multi-campus district that serves the needs of students within a 1,700-square-mile area of western Riverside County. MSJC is one of the fastest growing community colleges in the California Community colleges system and it is expected to continue growing for some time. Currently, the District serves nearly 20,000 students a year at the following locations: the San Jacinto, Menifee Valley and San Geronio Pass campuses, the Temecula Education Complex and the Temecula Higher Education Center and several off-site locations throughout the district.

The District provides a comprehensive education that includes transfer to four-year universities, technical, vocational, non-credit and community service programs.

Mission: "Mt. San Jacinto College offers quality, accessible, equitable and innovative educational programs and services to students aspiring to achieve their academic, career and personal development goals. We provide students a safe environment in which to pursue basic skills, career and general education pathways. Our programs lead to transfer, associate degrees and certificates, which meet workforce development needs in our diverse communities. Our commitment to learning and achievement empowers students to enrich our communities and participate meaningfully in today's complex world."

Vision: Transforming Learners. Transforming Communities. Transforming Lives.

Values Statement: We are students, employees and a community. We believe that the act of teaching and learning is vital to a thriving community that enriches and, at times, saves lives. We commit to opportunities that inspire the following values in ourselves:

Excellence: We challenge students by setting high standards for learning and critical thinking, which we model with action.

Collaboration: We believe the best results are achieved through communication and participation among students, employees, industry and the community we serve.

Relationship: We nurture a community built on positive interactions and a genuine concern for the welfare of others.

Innovation: We cultivate a creative environment that promotes the development of new ideas for continuous quality improvement.

Relevance: We create educational experiences that have meaningful applications in a local and global context, today and tomorrow.

Access: We ensure equitable rights of all students by removing barriers to a quality education and promoting a network of support that improves learning opportunities.

Leadership: We empower people throughout the community to support and facilitate positive change.

Diversity: We respect and embrace the power of sharing our differences in thought, opinion, culture and background to optimize our collective strength.

Integrity: We believe in being true to our core values by consistently demonstrating our character and an institutional commitment to do the right thing.

THE COMMUNITY

The area provides a diverse geography that includes recreational lakes, mountains, desert and wide-open spaces. MSJC is located about 100 miles southeast of Los Angeles and 50 miles west of Palm Springs. There is freeway access to ocean beaches, skiing and cultural offerings in San Diego, Los Angeles and Orange County. Weekend recreational opportunities are a few hours away in Las Vegas, Arizona and nearby mountain resorts. Local theater productions and art galleries provide year-round entertainment, including the famous Ramona Festival and Pageant.

GENERAL

Applicants who need assistance in the application and/or hiring process should contact the Human Resources Department as soon as possible. The District will make reasonable accommodations for applicants with disabilities.

The Board assures that all employees and applicants for employment will be provided equal opportunity regardless of race, color, national origin, age, religion, sex, sexual orientation, disability, marital status, or veteran status.

TRAVEL EXPENSES ARE NOT COVERED BY THE DISTRICT

Equal Opportunity Employer

Employer Website: www.msjc.edu

In conformance with the Americans with Disabilities Act, requests for reasonable accommodations may be made to (951) 487-3161. For administrative purposes, requests must be made at the time of application.

E-VERIFY DISCLOSURE

MSJC will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Please access the links from the drop down menu at the top left of the job board web page for further details regarding the E-Verify program.

 Menu >

APPLICATIONS MAY BE FILED ONLINE AT:
<http://msjc.edu/HumanResources/Pages/default.aspx>

1499 N State Street
San Jacinto, CA 92583
951-487-3168

mascott@msjc.edu

Position #01483
PROFESSIONAL DEVELOPMENT COORDINATOR, HUMAN
RESOURCES
HK