

RIVERSIDE COMMUNITY COLLEGE DISTRICT
SENIOR HUMAN RESOURCES LIAISON

BASIC FUNCTION: Under general direction of the designated Human Resources Administrator, and in support of the specified college Vice President of Business Services, serves as the human resources representative and business partner to the assigned college, additionally performs work in a variety of specialized Diversity and Human Resources support areas such as: human resource data collection and analysis, job classification and compensation analysis, leave program administration, employment, benefits, training support, labor relations, equal employment opportunity and other specialized functions related to the strategic goals of Diversity and Human Resources.

PROVIDES WORK OR LEAD DIRECTION TO: Assigns and reviews work of personnel, short-term employee(s) and/or work study student(s).

REPRESENTATIVE DUTIES:

1. Counsels and advises management personnel in the administration of collective bargaining agreements, resolution of personnel issues, which may include grievances, disciplinary action, and other personnel matters.
2. Participates in the development of strategic goals for the Diversity and Human Resources Department.
3. Participates in assigned college's strategic planning and goals related to human resources and other college related needs
4. Interprets and applies complex personnel laws, policies, procedures, regulations, and collective bargaining agreements.
5. Responds to requests/inquiries from District leadership, staff, employee representatives, candidates for employment, and the general public regarding a variety of human resources topics, including, but not limited to, workforce demographics, hiring statistics, faculty service areas, organizational structure, salary, job requirements and benefits.
6. Assures placement and delivery of core human resources services at assigned college.
7. Prepares surveys and other tools to measure college satisfaction with human resources services and surveys needs to assure development of programs to meet college needs.
8. Prepares thorough research and analysis statistical data and materials for workload analysis, state reporting requirements, HR trends, and special requests.
9. Prepares, produces, and distributes materials and reports related to diversity and human resources functions of the District.
10. Creates and administers queries in Datatel, PeopleAdmin (District Online Applicant Tracking System), or other data systems.
11. Maintains and manages the District's online applicant tracking system.
12. Administers employee leave programs including sick leave, FMLA/CFRA, pregnancy disability leave, 39-month leaves, and fitness for duty exams.
13. Assists in management of the District's return to work and accommodations programs.
14. Assists the college in their organizational and staffing needs reviews as requested. Serves as a liaison between the college and Central human resources for classification structure needs and may conduct annual classification process training at assigned college.
15. Provides DHR/DEC related trainings and/or presentations as necessary.
16. Serve on college-based committees as assigned by DHR management or college administration.
17. Conducts and responds to detailed surveys regarding salary, fringe benefits, job descriptions, and related studies.

18. Reviews and verifies staff minimum qualifications and faculty service areas; researches and analyzes employee assignments to ensure that Education Code and district limitations are not exceeded.
19. Assists in the planning of recruitment outreach efforts to reach a diverse population of candidates for employment opportunities with the RCCD.
20. Coordinates the recruitment process, including developing job announcements, advertising strategies and marketing ideas for employment campaigns; participates in the interviewing process as the DHR representative, preparing and maintaining recruitment files and contacting candidates. Defines processes to screen applicants for eligibility.
21. Assesses the validity and selection processes used by the District and updates processes incorporating best practices.
22. Ensures that all phases of the District's recruitment and selection procedures comply with education code and government code and all applicable federal, state, and local laws, rules, and regulations.
23. Processes hiring, changes in salary, assignment, terminations and leaves of absence for all district employees.
24. Prepares Board Actions related to projects and assignments.
25. May cover as necessary for speakers in the new employee orientation program during their absence.
26. Assists with layoff process and rehire activities by maintaining seniority and rehire lists, calculating seniority hours, determining displacement order, and advising employees of rights by applying appropriate Education Code and collective bargaining agreement rules and procedures.
27. Serves as a resource to other DHR staff in the day-to-day functions of the office. Serves as the lead staff member in the absence of department administrators.
28. Assigns and reviews work of clerical personnel and/or student/hourly employees.
29. Works with the President and/or Vice Presidents in the drafting of contracts for athletic coaches and other staff.
30. May present information at assigned college's cabinet.
31. May participate in the program review process for assigned college for staffing and position needs.
32. Participates in District-provided in-service training programs.
33. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
34. Performs other duties, related to the position, as assigned.

QUALIFICATIONS

Knowledge Of:

1. Principles and practices of public human resources administration, including labor relations and collective bargaining processes, classification and pay, training, benefits, and employment processing;
2. Customer service principles and conflict management strategies;
3. Federal, state, and local laws and regulations applicable to human resources operations and community colleges (EEO, FLSA, labor code, education code, government code, Title 5, etc.);
4. District policies and procedures;
5. Employment law;
6. Employee leave administration, return to work, and accommodation processes, including regulations governing FMLA/CFRA, ADA/FEHA, and PDL;
7. California community college MIS reporting;
8. Data collection and research methods and techniques;
9. Equipment and resources of a modern office including information systems and human resources software;
10. Software packages for personnel, word processing, spreadsheets, and databases;
11. Labor market conditions impacting supply and demand for District positions;
12. Contemporary ideas and topics impacting human resources administration;
13. Research and practices pertaining to the areas of responsibility for this position through continued study and participation in professional organizations;
14. Possession of well-developed organizational and facilitation skills.

Ability To:

1. Use independent judgment and knowledge to interpret, apply and communicate District diversity and human resources policies and procedures and applicable education and government code provisions, and federal/state/local laws and regulations;
2. Learn labor agreements and interpret and explain meaning;
3. Learn and apply principles of grievance and disciplinary processes;
4. Consistently demonstrate discretion, diplomacy, and confidentiality;
5. Gather and analyze data;
6. Reason logically and draw sound conclusions applying high levels of critical thinking, problem solving and analytical skills;
7. Clearly communicate ideas and recommendations orally and in writing;
8. Prepare and edit reports and other materials;
9. Compose letters independently;
10. Communicate effectively with officials, administrators, faculty members, employees, students, and the public, applying customer service principles to interactions at all levels;
11. Learn and apply techniques of training;
12. Compile and maintain accurate and complete records and reports;
13. Administer an employee leave program;
14. Apply laws, rules and regulations impacting industrial and non-industrial injury cases and return to work provisions and accommodation process;
15. Understand department and college program review processes and participate in process effectively;
16. Establish and maintain effective relationships with others;
17. Represent the Diversity and Human Resources effectively in job fairs, training sessions, meetings, and other venues;
18. Adapt to changing priorities;
19. Lead certain projects from initiation to completion.

Education and Experience: a bachelor's degree from an accredited college or university in human resources management, personnel administration, public or business administration, or a closely related field and four (4) years of professional experience in human resources, administering various facets of human resources services.

Additional qualifying experience may be substituted for the bachelor's degree on a year for year basis with one year of full-time experience being equal to 30 semester or 45 quarter units of coursework. A master's degree may substitute for two of the required years of experience.

Experience in a public agency, public education, or with community colleges is preferred.

LICENSES/CERTIFICATIONS: Must be eligible for certification through the Department of Justice Fingerprint Rolling Certification Program to roll applicant fingerprint impressions for licensure, certification, and employment purposes. Must have a valid California Driver's License.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, District managers and supervisors, faculty, staff, students, external agencies, and the general public.

WORKING CONDITIONS: Normal office environment with periodic field trips and driving required.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.