

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED CONFIDENTIAL POSITION DESCRIPTION**

JOB TITLE: Diversity and Human Resources Analyst

BASIC FUNCTION: Under the direction of the Diversity and Human Resources administration performs work in a variety of specialized diversity and human resources related areas, such as: workforce data collection and analysis; the District's FEHA/ADA interactive disability accommodation process; collaborate with district staff in the coordination of employees' protected leave; survey/questionnaire development and implementation; records management, training support, Benefits, 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: May assign and review work of clerical personnel, Short-Term, Work Study employees and/or Research Interns. May lead projects from initiation to completion that involves Classified/Classified-Confidential employees.

REPRESENTATIVE DUTIES:

1. Collects, analyzes and reports workforce and applicant data.
2. May support processes that collect and analyze data for labor relations negotiations.
3. Interprets and applies complex personnel regulations, bargaining unit agreements, and District policies and procedures.
4. Develops strategies with respect to employer-employee relations requiring access to confidential information contributing significantly to the development of management positions.
5. Develops and manages databases for employee training records and complaint records.
6. Facilitates employee interactive accommodation and employee return to work processes.
7. Assists with the coordination of employee leaves programs related to FMLA/CFRA, Education Code, District policy and bargaining unit agreements.
8. Collaborates in the coordination of any leave matters as necessary with Risk Management staff and DHR staff.
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 and other information systems.
11. Supports effective EEO recruitment, screening and selection strategies.
12. Assists in the development support and scheduling of employee training programs and may participate in new employee orientation.
13. Develops and implements human relations surveys, coordinates survey efforts with other college and district offices.
14. Manages office Internet and intranet materials.
15. Performs periodic web page accessibility electronic audits of District web sites using section 508 web page accessibility standards.
16. Develops and maintains internal office processes and procedures.
17. Support Benefits administration including ACA implementation.
18. Prepares written office communications.
19. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
20. Performs other duties, related to the position, as assigned.

EDUCATION: Bachelor's degree from an accredited college or university in Human Resources Management, Industrial/Organizational Psychology, Personnel Administration, Public or Business Administration or closely related discipline. Two years of additional qualifying experience in an EEO and/or diversity related field may be substituted for two years of the required education.

EXPERIENCE: A minimum 2 years of recent experience in a human resources operation administering EEO and/or diversity related service is required. A Master's degree in related discipline may substitute for one year of the required experience. Demonstrated experience in the development, statistical analysis and reporting of research projects.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF: State and federal regulations such as: FEHA, ADAAA 2008, CFRA, FMLA, CCR Title 5 sections 53000 and 59300 et seq. Sections 504 and 508 of the Rehabilitation Act of 1973; research methods and techniques; statistical analysis; high-level functions of Microsoft Outlook, Word, Excel, Access and Powerpoint; SPSS; Compliance Sheriff.

ABILITY TO: Analyze existing processes and create streamlined processes. Interpret and apply multiple, complex regulations. Communicate information clearly and succinctly. Demonstrate excellent presentation, verbal and written communication skills. Manage multiple competing priorities with strong follow-through skills and record for timely responses. Learn basic web page management and accessibility testing procedures. Foster an environment that promotes teamwork and teambuilding. Be discreet with confidential information. Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

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: Coworkers, District managers and supervisors, staff in other departments, other agencies and the general public.

WORKING CONDITIONS: Normal office environment with periodic trips to other district facilities. Some 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.