

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

**JOB TITLE:** 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 assigned college. Performs highly complex and technical work in a variety of Human Resources support areas 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. Meets regularly with CSEA leadership at the designated college to be proactive in resolving matters that may develop into issues, conflicts or grievances.
3. Participates in the development of strategic goals for the Diversity and Human Resources department.
4. Participates in assisted college's strategic planning and goals related to human resources and other college related needs.
5. Interprets and applies complex personnel laws, policies, procedures, regulations, and collective bargaining agreements.
6. Responds to requests/inquiries from District leadership, staff, employee representatives, candidates for employment, and the general public regarding a variety of human resource topics including but not limited to workforce demographics, hiring statistics, faculty service areas, organizational structure, salary, job requirements and benefits.
7. Assures placement and delivery of core human resources services at assigned college.
8. 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.
9. Assists colleges in their organizational and staffing reviews as requested.
10. Serves as a liaison between the college and the Central human resources for classification structure needs and may conduct annual classification process training at assigned college.
11. Reviews and certifies staff minimum qualifications and faculty service areas; researches and analyzes employee assignments to ensure that Education Code and district limitations are not exceeded.
12. Assesses the validity of and implementation of selection processes used by the District and updates processes incorporating best practices.
13. Assists with reduction in force processes for District personnel.
14. Provides DHR/DEC-related trainings and/or presentations as necessary.
15. Serves on college-based committees, as assigned by DHR management or college administrators.
16. Prepares Board actions related to projects and assignments or as assigned.
17. Coordinates the recruitment process, including developing job announcements, assessing and developing recruitment strategies for difficult to fill positions, advertising, participating in interviews as the DHR representative, preparing/maintaining recruitment files, and contacting candidates.
18. Identifies processes to help screen applications efficiently to help expedite the selection process.
19. Maintains a working relationship with administration, faculty and support staff.

20. Prepares employment forms and transmits salary information to payroll office, gathers and records information for salary movement of employees.
21. Coordinates and processes Notices of Non-Reemployment, CalSTRS Reduced Employment Program, and Faculty Service Areas.
22. Coordinates and verifies renewal of contracts for categorically funded faculty.
23. Evaluates transcripts and occupational/professional experience for faculty salary placement.
24. Ensures employees complete all required documentation for current and continued employment, including new hire paperwork and/or USCIS-U.S. Citizenship and Immigration Services matters.
25. Serves as a resource to other DHR staff in the day-to-day functions of the office; may serve as the lead staff member in the absence of department administrators.
26. Assigns and reviews work of clerical personnel and/or student/hourly employees.
27. Participates in District-provided in-service training programs.
28. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
29. Performs other duties, related to the position, as assigned.

**EDUCATION:** Bachelor's degree from an accredited college or university in Human Resources Management, Personnel Administration, Public or Business Administration or a closely related field is required. Additional years of qualifying experience may substitute for up to two years of the Bachelor's Degree requirement on a year for year basis with one year of full time experience being equal to 30 semester or 45 quarter units or coursework.

**EXPERIENCE:** A minimum of five years of progressively responsible experience in human resources is required. Community College experience is required. An additional two years of experience at the Human Resources Analyst or Human Resources Generalist level or higher may substitute for the required experience in higher education.

**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.

**KNOWLEDGE OF:** Principles and practices of public human resources administration, including labor relations and collective bargaining processes classification and pay, training, benefits and employment processing; customer service principles and conflict management strategies; California community college laws and regulations, Title 5 and Education Code; District policies; recruitment and selection processes; and on-line application systems; contemporary ideas and topics impacting human resources administration; research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

**ABILITY TO:** Use judgment and knowledge to interpret apply, and communicate rules and policies related to Diversity and Human Resources; communicate effectively, both verbally and in writing; identify effective recruitment strategies for difficult to fill positions; gather and analyze data; consistently demonstrate discretion, diplomacy and confidentiality; learn and apply principles of grievance and disciplinary processes; learn on-line application system framework and capabilities; prepare and edit reports and other materials; interview and communicate effectively with officials, faculty members, employees, students, and the public; apply customer service principles to interactions at all levels; learn techniques of training ; understand department and college program review processes and participate in process effectively; compile and maintain

accurate and complete records and reports; establish and maintain effective relationships with others.

**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, faculty, staff, administrators, students, external agencies, and the general public.

**WORKING CONDITIONS:** Normal office environment.

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.