

## **YUBA COMMUNITY COLLEGE DISTRICT**

**POSITION TITLE:** **HUMAN RESOURCES OFFICER –  
CLASSIFIED**

**AUTHORIZED MANAGEMENT POSITION:** **CONFIDENTIAL MANAGEMENT**

**ASSIGNMENT LOCATION:** **DISTRICT OFFICE**

**BASIC FUNCTION:** Under the direction of the Chief Human Resources Officer (CHRO), independently performs a wide variety of complex, diverse, technical, and confidential analytical tasks in the development, operation and maintenance of the Human Resources management system of the District; represents the Office of Human Resources in the absence of the CHRO; plans, administers and coordinates the operational and directive functions of the Office of Human Resources; assists the CHRO with coordination of District human resources operations, employment relations for labor contract negotiations and risk management operations and other related work.

### **DISTINGUISHING CHARACTERISTICS:**

Assists the CHRO in the general operation of the department; the HR Officer performs duties which require in-depth knowledge of the organizational structure, District policies, regulations, procedures and union contract provisions; incumbents are assigned a major responsibility in classified management, academic management, recruitment and benefits, or staff development/flex programs, but maybe required to perform duties in an alternate area. The incumbent will assist the CHRO in the areas of employee/employer relations, recruitment/EEO/diversity, classification/pay management, health and welfare benefits administration and staff training and development; exemplifies characteristics of an effective team member within the Human Resource structure; performs a wide variety of responsibilities which require analytical skills, independent judgment and initiative over a broad range of human resources management and employer/employee relations.

### **REPRESENTATIVE DUTIES:**

Serves as the representative of the Office of Human Resources with the CHRO in providing human resources services to the colleges and district services in the areas of academic and classified employment matters, on-boarding and recruitment, health benefits and risk management, and professional development and compliance matters.

Establishes and maintains the confidential permanent electronic payroll files for all employees of the District; including retirement systems, mandated and fringe benefits and deductions; process pay confirmations for all extra pay and part-time instructors, students and temporary employees; provide in-depth, technical advice and guidance to all levels of management and staff on the payroll processes including electronic timecard entry; review, analyze and process the student course/section information, as it relates to the payroll function, to insure the integrity of that information for accurate entry into the payroll software system.

Determines, prepares and processes correct fringe benefit packages for new employees; orientation of new and current employees to the benefits available to them, and acts as liaison between employees and insurance providers; prepares employment materials and orientation

materials for new employees.

Coordinates and interprets a variety of complex health and welfare benefit programs, including medical, dental, vision insurances, life insurance, State Teacher's Retirement System (STRS), Public Employees Retirement System (PERS), and APPLE Alternative Retirement (ARP) pension programs, Medicare benefits and programs mandated by the Consolidated Omnibus Reconciliation Act (COBRA); utilizes the state electronic password protected software for CalPERS (MyCalPERS) and CalSTRS (REAP and SEW) to query/establish/maintain and process individual retirement accounts; coordinates information and act as District liaison with insurance companies in all aspects of coverage involving District staff, retirees and their covered retirement programs; schedules health insurance workshops during open enrollment periods to provide information on different plans available to employees/retirees; processes retiree health and welfare benefit changes and updates; assure appropriate changes for billings and payments are made for all benefits including medical, dental, vision and life insurances; maintain accurate payment records for all types of employee benefits; coordinate Employee Assistance Program (EAP) and provide information to employees; coordinate IRS Section 125 Benefit Plan open enrollment periods.

Assists the CHRO in training managers and supervisors in contract implementation, including grievance and disciplinary processes and procedures; assists in the investigation and response to grievances, unfair labor practice charges and unlawful discrimination claims; analyzes and explains district policies, contracts and other regulations; confidentiality, tact and courtesy are imperative for the position in handling district matters and consequences of district decisions effecting employees from all groups.

Oversees day-to-day recruitment operations; receives and processes requests for filling management, academic and classified staff vacancies as assigned; posts announcements and advertise authorized positions; verifies and approves all screening criteria and interview questions; provides supervisors with qualified applicant lists; schedules interviews for positions and provide interview panels with interview guidelines, list of interviewees, and rating/ranking forms; responds to inquiries regarding vacant positions, application procedures and personnel policies and procedures; provides guidance and assistance in the development and implementation of selection procedures; maintains confidential and sensitive personnel recruitment files.

Conducts workshops on appropriate human resources procedures; explains district policies and procedures as they pertain to human resources practices; prepares studies which serve as guidelines for improving human resources practices; prepares reports, correspondence, bulletins and memorandums; conducts research related to human resources issues.

Serves on the District's negotiating teams; assists in the collective bargaining processes; assists the CHRO with grievance and complaint procedures and in resolving problems arising from performance issues and recommend appropriate action.

Assists in coordinating, training, establishing and maintaining the Equal Employment Opportunity (EEO) list of managers, faculty and staff; assign the EEO Representatives to all

hiring committees and assure that state and federal guidelines are adhered to; assist and resolve issues with EEO and hiring committee chairs to avoid possible discrimination litigation or disputes; assure that no underrepresented groups are adversely affected by hiring policies, practices or procedures.

Establishes, implements and maintains leave records for management, classified, full-time and part-time academic District employees, provide current information to the employees and their respective supervisors on negotiated timelines; establishes, calculates and maintains part-time academic load accumulation and sick leave; develop, maintain and distribute seniority rosters.

Calculates, establishes and maintains accurate salary schedules within the District system; interface with the Fiscal Services Department and Information Technologies to coordinate payroll transactions for all District employees; prepares and balances quarterly and annual reports for the APPLE Retirement Plan; report and communicates information verbally, in writing and electronically where judgment, knowledge and interpretation of policies and regulations may be necessary.

Remains current and continuously analyze the impact of system and software modifications and enhancements on the human resources and payroll components of the District payroll software system.

Facilitates implementation of disciplinary processes, including monitoring timelines and procedures; develops and provides supporting documents for collective bargaining sessions; monitors due dates, compile and report data on negotiated contract issues; researches, analyzes and creates draft and final position descriptions and process salary placement.

Establishes and monitors evaluation process for classified, academic and part-time academic employees; establish and maintain TB time testing files for all employees; establishes and monitors Minimum Qualifications equivalency determination for academic applicants and employees.

Processes the employment of Board approved personnel including correct salary placement, calculations, and input of complete employment information into the District computer systems; assures the integrity of the human resource data and work cooperatively with the divisions, centers, Fiscal Services and Information Technologies to ensure accurate and timely monthly payrolls for all employee groups.

Evaluates and prepare employment contracts for staff, determining correct placement on salary schedule by maintaining necessary personnel records to determine correct classification, step or longevity placement for all levels of the District workforce.

Prepares a variety of reports and surveys regarding management, academic and classified personnel, salaries, and policies and procedures as necessary; work in conjunction with Information Technologies to discover, analyze, research and test issues/problems/bugs; problem solves and implements solutions regarding the Human Resource and Payroll modules of the computer system.

Maintains and compiles data for Management Information Systems (MIS) Staff Data Submission; assures integrity of human resource data and work in conjunction with Information Technologies to provide the State Chancellor's Office correct information regarding each employee, their assignments and all required data criteria for the Integrated Post Secondary Education Data Systems (IPEDS); audit initial input of staff data to assure compliance with district regulations and MIS reporting requirements; review and verify and correct data as necessary prior to MIS Submission.

Prepares and processes personnel matters for the Board Agenda, including academic seniority listing and Temporary/Short-term/Professional Expert Board Agenda items.

Performs other related duties as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and emerging best practices of human resources management in the public sector/public education

District organization, operations, policies, and procedures

Personnel and payroll policies and procedures

Modern office practices, procedures, and equipment, including computer.

Record keeping methods.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills

Must be computer literate regarding class schedules, generation of confirmations, summaries and timesheets, personnel data base, word processing, and spreadsheet software

Use of new or additional equipment brought about by new technology has been incorporated and is consistent with the level of responsibility and complexity of the tasks required.

Class schedule and how it affects payroll processes for academic employees.

Interpersonal skills using tact, patience, courtesy and outstanding customer service

Applicable sections of the Education Code, employment laws and regulations, and Worker's Compensation regulations

**ABILITY TO:**

Learn quickly applicable sections of the Education Code and other related laws, rules and regulations.

District organization, operations, policies and objectives

Make arithmetic calculations quickly and accurately.

Input personnel data on the District data processing system.

Operate computer accurately with reasonable speed.

Plan and organize work.

Establish and maintain effective working relationships with others.

Compose and type letters, job announcements and other matters as required.

Work independently with little direction.

Understand and follow oral and written directions.

Meet schedules and time-lines.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively orally and in writing.

Maintain employee benefit packages or plans and updating computer system and employee assignments.

Utilize software programs and recommend modifications conducive to increased efficiency set-up and maintain computer payroll system, employee information, salary schedules, and job identification numbers; set-up employee benefits, required deductions, separate STRS, reporting screen, and assignment screens for payroll purposes.

Maintain the priority of public relations, confidentiality, and the liaison roll between Personnel and agencies that have dealings with the District.

Process administrative details independently, including the preparation of reports, coordination of functions, communication of department policy, and other administrative tasks.

Review complex documents, records, and correspondence for accuracy, completeness, and compliance to applicable rules, regulations, policies, administrative procedures and legal requirements.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to a Bachelor' degree in human resources management, public administration, business administration or organizational management or related field and four years increasingly responsible experience in human resources or employer-employee relations.

**WORKING CONDITIONS:**

Typical office environment