**San Bernardino Community College District**

**Human Resources**

**Reorganization & Restructure Plan**

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**OVERVIEW**

The San Bernardino Community College District Human Resources Department consists of a total of eleven (11) staff members. The positions include one (1) Vice Chancellor, Human Resources and Employee Relations; one (1) Director, Human Resources; one (1) Administrative Assistant II; one (1) Human Resources Analyst; one (1) Benefits Specialist; three (3) Human Resources Generalists; one (1) Recruitment Placement Specialist; two (1) Human Resources Technician, and one (1) Clerical Assistant II. Just recently, another Recruitment Placement Specialist position was approved but is currently being filled by a professional expert. Also, an Administrative Secretary I position is currently being housed in human resources but is connected to San Bernardino Valley College.

Over the past year or more, some of the positions have gone either unfilled or have been paid as out of class positions based on the needs that arose through attrition. Aside from the addition of a recruitment specialist, the structure of the department has remained consistent over the past several years. In years prior, the department was comprised of four (4) generalists instead of two (2). Based on budgetary factors, the generalist positions were reduced to two (2) positions and replaced with two (2) technician positions, which are considered entry level human resource positions within SBCCD’s model. In addition, job descriptions have not been updated to address the evolvement of positions over time.

The following reorganization/restructure plan will encompass a full analysis of the positions within the department that is based on individual interviews provided by each staff member; concerns or issues addressed by external staff outside the department; areas of need addressed within the accreditation report; the findings from the college brain trust, and; observational assessments.

The following structure will be used in the review of each position:

1) Position 5) Recommendations

2) Summary Description 6) District needs

3) Analysis 7) Budget Impact

4) Supervision 8) Attached Job Description

Based on the analysis, it should be noted that an addition of two positions is being recommended; the restructuring of various job descriptions to align essential functions with actual job performance; and the reduction of three (3) confidential positions that are currently vacant is being proposed.

**District Needs**

Based on the various studies and findings provided the Accrediting Commission for Community and Junior Colleges (ACCJC), the College Brain Trust (CBT) and the District Strategic Plan, the following needs of the human resources department within the district have been identified below. The intent of analyzing and listing the district needs within the department is to determine the essential aspects needed to maintain a well-functioning and cohesive human resources department. Although some areas may appear to have overlap, the essential aspects of what each position provides within the system is uniquely different and provides added value to an interconnected systems approach. To ascertain the value of each position, approximately half of the essential aspects should be identified. If less than two essential aspects are not accounted for within the position, the position may not be considered essential to the function of the department. Not addressed within the studies were the need to enhance and centralize the risk management areas, which is separate and apart from the findings, but has been recognized as a needed area of attention and focus. One position will be addressed in the current analysis as a means to begin the process to centralize risk management functions. The essential aspects within this position are detailed within numbers 9, 10, and 11. Within the analysis of each position on the following pages, each position will include the related essential aspect number next to the term “district needs.” The aspects are as follows:

**Essential Aspects:**

1) Increase the efficiency of recruitment efforts.

2) Create more diversity in the organization based on population (EEO Plan).

3) Tracking and monitoring of the evaluation system that is streamlined and consistent.

4) Provide professional development to support the district staff.

5) Development of effective retention and recruitment practices (e.g. on-boarding, orientation, and training).

6) Develop more efficient and streamlined hiring processes.

7) Ensure compliancy and consistency is met within day-to-day operations.

8) Develop positive and collaborative cultural systems within the district.

9) Addresses worker’s compensation matters and related legal requirements.

10) Provides support, compliance and guidance for environmental and safety issues.

11) Addresses liability matters including tort claims and related investigations of facilities

1. **Position:** Director, Human Resources
2. **Summary Description:** Under the administrative direction of the Vice Chancellor, Human Resources & Employee Relations, directs, manages, supervises, and coordinates the daily activities and operations of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker’s Compensation, ADA compliance, and equal employment opportunity compliance and administration; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the Vice Chancellor, Human Resources & Employee Relations.
3. **Analysis:** The Human Resources Director is in the direct chain of command underneath the vice chancellor position. The need for this position is integral to not only the day-to-day operations but also works to address essential functions within the department such as internal investigations, ensures compliance and understanding of current legislations, existing laws, collective bargaining agreements and memorandums of understanding through the negotiations process. In turn, this position ensures that internal staff under his/her supervision is aware of any relevant changes that impact the day to day functions and works directly with the chancellor to ensure appropriate implementation occurs. This position engages with management staff as needed to ensure the needs are being met for the day to day operations that the generalist and benefits specialist addresses.
4. **Supervision:** This position supervises the following positions: Generalists, Benefits Specialist and Administrative Secretary
5. **District needs:** 1, 2, 3, 4, 5, 6, and 7
6. **Recommendations:** This position needs to be maintained but with updates to the job description based on the evolvement of the position over time as well as to meet the needs within the department.
7. **Budget Impact:** Range 19 = $108,532.00 - $131-921.00

* **Increase:** None
* **Decrease:** None

1. **See job description below**

Director, Human Resources

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

Summary Description

Under administrative direction of the Vice Chancellor, Human Resources & Employee Relations, directs, manages, supervises, and coordinates the daily activities and operations of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker’s Compensation, ADA compliance, and equal employment opportunity compliance and administration; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the Vice Chancellor, Human Resources & Employee Relations.

representative Duties

The following duties are typical for this classification.

1. Assumes management responsibility for daily services and activities of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker’s Compensation, ADA compliance, safety and disaster preparedness compliance, and equal employment opportunity compliance and administration.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
5. Recommends the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Participates in the development and administration of the Human Resources Division annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Ensures that the recruitment and selection process for all District employee classifications is in full compliance with both federal and state rules, regulations and guidelines.
8. Participates in negotiations with the collective bargaining units; researches and assists in the development of draft tentative agreements and memorandum of understandings.
9. Assists and counsels management personnel in the administration of collective bargaining contracts, resolution of personnel issues, grievances and disciplinary action.
10. Develops and implements staff training and development programs and employee orientation programs to meet the needs of personal, professional and organizational development.
11. Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.
12. Investigates and assists in resolution of discrimination and sexual harassment complaints.
13. Serves as staff on a variety of committees; prepares and presents staff reports and other necessary correspondence.
14. Provides responsible staff assistance to the Vice Chancellor, Human Resources & Employee Relations; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resource and personnel administration programs, policies, and procedures as appropriate.
15. Attends and participates in professional group meetings; maintains awareness and currency of legislation, new regulations, trends and developments in the field of human resources and employee relations; incorporates new developments as appropriate.
16. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a human resource administration program.

Principles and practices of human resource management including compensation, position classification and analysis, benefits management, risk management, workers compensation, training/employee development.

Principles and practices of program development and administration.

Methods and techniques of collective bargaining and contract negotiation.

Principles and applications of recruitment and equal employment opportunity.

Operational characteristics of human resource information systems.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency setting and institutions of higher education.

Ability to:

Oversee and participate in the management of a comprehensive human resource management program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Provide leadership for the successful implementation of a new Human Resources Information System.

Gather and analyze data and situations and make appropriate decisions.

Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.

Prepare and present comprehensive, concise, clear oral and written reports.

Participate in collective bargaining negotiations and contract administration.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to Human Resources functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor’s degree from an accredited college or university with major course work preferably in human resources, personnel administration, business administration or a related field.

Required Experience:

Five years of increasingly responsible professional human resource experience.

Preferred Experience:

1. Human Resources experience in the California Community College System.
2. Knowledge of the California Education Code, Government Code, Title 5 and/or other state regulations applicable to the human resources functions for community colleges.

physical demands and WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing**: Hear in the normal audio range with or without correction.

Range: 19

Board Approved: December 11, 1997

Revised: September 16, 2002

Revised: December 14, 2006

Revised: February 12, 2009

Revised: January 15, 2015

1. **Position:** Employee Relations Officer (Restructured from - HR Analyst) (Confidential) (New)
2. **Summary Description:** Under the direct supervision of the Director, Human Resources, the Employee Relations Officer will be responsible for performance management support for employees, employee relations interactions, ADA compliance and Title IX Coordinator responsibilities, and management of the employee handbook and policy and procedures documents. This position provides process improvement leadership and best practice analysis for automation projects across various HR functions to promote efficiencies and excellent customer service.
3. **Analysis:** This position replaces the Human Resource Analyst position.It will provide human resource’s support to the field to address the ever growing needs related to Title IX compliance, ADA requirements relative to interactive process meetings, and overall compliancy with policy and procedures to ensure common understandings among district staff. It will also be responsible for conducting investigations, and will assist in developing, maintaining and updating the employee handbooks as but one example of the varied responsibilities.
4. **Supervision:** Clerical Assistant II
5. **District Needs**: 3, 4, 6, 7, and 8
6. **Recommendations:** This position is recommended to replace the HR Analyst as it will include many of the analyst tasks but will increase the duties and responsibilities to ensure that the flow of information as it relates connecting district staff with HR in various ways inclusive of ADA, compliancy issues, and meeting policy and procedural requirements. It will assume a more hands on approach by providing more outreach and contact with administrators as well as staff.
7. **Budget Impact:** Range 9 = $98,447.00 – $108,000
8. **See updated job description below**

San Bernardino Community College District

employee relations officer

This is a confidential position. Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

Summary Description

Under the direct supervision of the Director, Human Resources, the Employee Relations Officer will be responsible for performance management support for employees, employee relations interactions, ADA compliance and Title IX Coordinator responsibilities, and management of the employee handbook and policy and procedures documents. This position provides process improvement leadership and best practice analysis for automation projects across various HR functions to promote efficiencies and excellent customer service.

representative Duties

The following duties are typical for this classification.

1. Provides leadership in the development and implementation of data-driven HR analytics from multiple systems to continuously improve critical HR processes, enhance productivity, customer satisfaction, and cost efficiencies.
2. Support HR strategy through automation project management implementation in areas such as simplification of position codes, positions, job description, classification and compensation, evaluations, leadership development and other areas.
3. Assists persons alleging sexual harassment or unlawful discrimination in filing their grievance(s) and or oversee the step-by-step procedure to be sure that appropriate time frames are met, or work directly with the college Title IX Coordinators (Vice President, Student Services).
4. Employment Relations

* Acts as first point of contact for employees for performance management and employee relations issues
* Provide advice, counsel and resolution to managers on a broad range of employee issues including general HR issues, policy interpretation, work conditions, employee development, performance management and succession planning.
* Provide guidance and support in organizational development and growth.
* Supports resolution of employee relations issues and conducts investigations as necessary.
* Confers with and/or advises management regarding interpretation of policies and/or processes; provides guidance to management to ensure compliance with state and federal laws
* Reviews, maintains and updates the Human resources online handbook and policy and procedures manuals as necessary. Communicates changes and updates to the workforce and provides training when appropriate
* Acts as a liaison between staff and management to address various situations as necessary.
* Conducts/coordinates Human Resources related training programs
* Conducts exit interviews to ensure proper information is captured, recorded, and is available for analysis
* Explains governmental rules, regulations, and procedures to associates and the need for strict compliance.
* Assists in investigation and resolution of associate legal complaints and coordinates processes for responding to legal complaints by working with corporate counsel.
* Meets with management to discuss possible action steps to resolve associate relations issues.
* Follows up with associates to determine reactions to specific actions taken; prepares documentation and analysis of associates comments and actions taken.
* Participates in special projects and performs additional duties as required.

1. Organizational Development and Training

* Coaches leaders in effectively deploying and managing resources and systems to ensure efficiency, while improving student achievement and staying compliant with state and federal laws/regulations and policy.
* Coaches leaders in effectively deploying and managing staff evaluation systems.
* Coaches and trains leadership in the development and implementation of required programs and the practice of consistent processes to establish and maintain a positive work environment inclusive of our Colleges values and mission.
* Interviews associates and gathers information on their responses to general factors that affect morale, motivation, and efficiency.
* Maintains and updates human resources documents, such as organizational charts, or directories, or performance evaluation system.
* Maintains accurate information in electronic and paper employee records.
* Manages and reports required Human Resource business metrics (diversity, area labor market info, etc.).
* Participates with Human Resources Team and others on internal and organization projects.
* Working with the business verticals, design programs to support a positive work environment.
* Manage company-wide communications for organizational announcements as needed.

1. Title IX

* Assists the Colleges Title IX Coordinators and the District Title IX Coordinator to ensure compliance with state and federal laws.
* Coordinate all Title IX complaints and identify and address any patterns or systematic problems that arise during the review of complaints.
* Provide ongoing assistance and coordination regarding Title IX requirements, grievance issues, and compliance programs.
* Provide and/or coordinate all employee training regarding Title IX compliance.
* Support student training/prevention programs regarding Title IX compliance.
* Receive and process, in a timely manner, inquiries from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX.
* Receive and process, in a timely manner, inquiries from third parties who report suspicion of harassing behavior or other discriminatory behavior in violation of Title IX.
* Receive and process, in a timely manner, complaints from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX.
* Receive and process, in a timely manner, complaints from third parties who report suspicion of harassing behavior or other discriminatory behavior in violation of Title IX.
* Notify supervisors, respondents and complainants of receipt of the complaint and resolution of complaints in a timely manner.
* Investigate alleged discrimination and/or harassment, interview complainants, respondents, and witnesses; obtain and review documents and other relevant materials from complainant and/or respondent.
* Monitor compliance of all requirements and time-lines specified in the complaint/grievance procedures.
* Organize and maintain grievance files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints.
* Remain knowledgeable of current state and federal law and regulations and trends in the field of education related to harassment and other discriminatory practices that violate Title IX.
* Maintain professional qualification through ongoing training and professional development from accredited training programs
* Serve as a liaison officer to state and federal government compliance or investigation officers.

1. ADA

* Maintains a record of all disability and accommodation issues and the resolution of each
* Ensures the timely filing of all required compliance reports
* Develops and implements internal measures and/or reports which inform the administration of the status of ADA compliance and opportunities for people with disabilities
* Serves as primary liaison with relevant state and federal agencies, as well as other ADA coordinators at comparable institutions and associations
* Develops and maintains written materials and other informational pieces to broadly disseminate information regarding the ADA and the Colleges policies relating to persons with disabilities
* Designs and participates in the development of presentations for administration, faculty and staff of the provision of equal opportunity for persons with disabilities.
* Serves as the central intake for matters relating to the ADA and facilities activity and the flow of information among the various College departments, schools and offices with responsibilities relating to compliance

1. Provides administrative support in collective bargaining negotiations, researches, projects costs, and analyzes issues and proposals related to the collective bargaining process. Participates in collective bargaining negotiations sessions and strategy meeting.
2. Analyzes jobs, conducts job classification and compensation studies.
3. Assists in the administration of salary and benefit programs.
4. Coordinates and maintains liability claims administration programs.
5. Compiles data, prepares and submits federal and state reports, i.e. MIS, IPEDS, Public Self-Insurers ER Annual Report, EEO Fund District Performance Report, etc.)
6. Manages the Human Resources Office Records Retention Program.
7. Updates and maintains the District’s Classification and Compensation plan.
8. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

District organization, operations, policies, and procedures.

Operational characteristics, services, and activities of the functions, programs, and operations of employee relations.

Human Resources principles, processes, policies, procedures and best practices.

Principles, practices and processes for providing customer and personal services.

Principles, practices and procedures in employee relations.

Analyze data to inform operational decisions or activities.

Multicultural competence.

Principles and practices in budget planning and preparation.

Principles, practices and tools utilized in process improvement and project management.

Highly proficient in Microsoft Office Suite.

Excellent customer service skills (external and/or internal).

Strong verbal and written communication skills.

Displays cooperation and performs as a team player.

Demonstrated dependability and reliability.

Excellent planning and organization skills.

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

Oral and written communication skills.

Ability to:

Use time effectively and efficiently while managing multiple priorities.

Work in a fast paced and continuously changing environment.

Effective problem solving and analytical skills.

Achieve results.

Work well independently with limited direction.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines *– A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor’s degree from an accredited college or university in business, human resources or a related field.

Required Experience:

Four (4) years of experience in employee relations, performance management or human resources experience in a generalist role.

Preferred Experience:

1. Experience in a human resources educational environment.
2. Demonstrated knowledge in FLSA, ADA, EEO, Title IX, FMLA, and Title 5.

physical demands and WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing**: Hear in the normal audio range with or without correction.

Board Approved: Pending

Range: 9

1. **Position:** Generalist, Human Resources (Confidential)
2. **Summary Description:** Under direction of the ~~Vice Chancellor,~~ Director, Human Resources, the Human Resources Generalist provides a variety of professional level work for human resources services and programs in an assigned area including recruitment and selection, employee and labor relations and negotiations, equal employment opportunity, HRIS, benefits, workers compensation, and classification and compensation; and performs a variety of human resource functions supporting the assigned area of responsibility.
3. **Analysis:** The Generalist positions are vital to the day to day operations of human resources. The position interacts with new and existent staff as it relates to all employment matters to include all compliancy and legal standards are being met within each position. In addition, the position includes working with all employees in understanding the application of policies, procedures and collective bargaining agreements. A basic understanding of changes within the law and the application within the construct of the district is essential as this position will impart the basic understandings of compliancy for employees he/she interacts. The position also includes the ability to do basic professional development trainings, implement the hiring processes, orientation, classification studies, ADA, FMLA and other legal compliancy standards.
4. **Supervision:** Non-supervisory position
5. **District needs:** 3, 4, 5, 6, and 7
6. **Recommendations:** This position is an essential part of the human resources department. Based on the needs of the district, two generalists that encompass the entire district are not sufficient to meet the needs. It is recommended that the district increase the number of generalists by two (2). Currently, one generalist covers SBVC and the other covers CHC and the rest of the departments. As such, two generalists are needed for Valley College, which covers 60% of district staff, one generalist for CHC, which covers approximately 20%, and the remaining district departments and central base operations can be provided by the fourth generalist.

**SBVC:** Two (2) Generalists – These positions will be housed at SBVC.

**CHC:** One (1) Generalist – This position will be housed a minimum of two (2) days per week at CHC.

**District Office and other Departments:** One (1) Generalist – This position will remain at the district office.

1. **Budget:** Range 3 = $57,874.20 - $70,347.24
2. **See updated job description below**

San Bernardino Community College District

human resources generalist

This is a confidential position. Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a confidential position.

Summary Description

Under direction of the ~~Vice Chancellor,~~ Director, Human Resources, the Human Resources Generalist provides a variety of professional level work for human resources services and programs in an assigned area including recruitment and selection, employee and labor relations and negotiations, equal employment opportunity, HRIS, benefits, workers compensation, and classification and compensation; and performs a variety of human resource functions supporting the assigned area of responsibility.

representative Duties

The following duties are typical for this classification.

1. Coordinates and monitors the recruitment and selection program including inputting, tracking, and screening applications for minimum qualifications, and scheduling of interviews; schedules and monitors screening and interview committees; instructs committees and interview panels on policies and procedures to ensure EEO compliance.
2. Extends offers of employment; conducts reference checks; determines appropriate salary placement and notifies candidates of status.
3. Conducts new employee orientation sessions; assists employees in completing new hire paperwork, benefit enrollment forms and other pre-employment requirements.
4. Performs job audits and reclassification request analyses of individual positions, classes, and series of classes; prepares and revises class specifications.
5. Conducts and participates in compensation studies and surveys; analyzes data and makes recommendations; responds to formal or informal survey requests regarding salaries, benefits and classifications.
6. Evaluates applications and transcripts to verify that academic employees meet state minimum qualifications and faculty service areas; reviews and approves requests for salary reclassification for academic and faculty positions.
7. ~~Administers the District’s health and welfare benefit program including health, life, dental, disability, retirement, COBRA, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation and retirement; reviews, recommends and administers benefit contracts and consultants providing benefit advice to District.~~
8. ~~Oversees~~ Assists with the preparation of benefit information and related materials; develops benefit related policies and procedures; serves as staff liaison to employee advisory committees regarding benefit programs; ~~conducts~~ assists with open enrollment procedures.
9. Submits employee retirement enrollment changes to carriers in a timely manner; assists employees with all concerns related to their health and welfare plans.
10. Coordinates the District’s third party administrators workers compensation benefit and return to work programs; processes workers compensation claims; administers policies and procedures for all reportable workers compensation injury claims.
11. Coordinates processing of short-term/long-term disability claims, return to work and modified work programs; processes reasonable accommodations requests.
12. ~~Administers employee leave program; monitors employee’s leaves including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA); coordinates with payroll staff to properly account for employee leave; maintains records related to eligibility and compliance with established rules and regulations.~~
13. Facilitates interactive processes to determine if accommodation is needed based on ADA and FEHA; coordinates accommodations in conjunction with vendors, employees and management staff to ensure compliance.
14. Updates and maintains information on the District’s computerized payroll system; generates reports and responds to requests for information as requested.
15. Evaluates human resource policies and procedures; recommends and implements changes to improve efficiency or ensure compliance with guidelines, laws, or regulations.
16. Interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public.
17. Creates and maintains human resources office records and files, including confidential personnel files and records; purges files in accordance with the District regulations.
18. Provides support for collective bargaining activities and participates in strategy sessions as needed.
19. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
20. Gathers information, conducts analyses and prepares various reports, charts, memos, and correspondence as requested.
21. Attends and participates in group meetings; stays abreast of new trends and innovations in the field of human resources administration.
22. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of public human resources administration.

Methods and techniques for recruiting and testing in the public sector.

Methods, terminology and procedures used in benefits administration.

Workers’ compensation law and procedural requirements as they relate to claims processing and management.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and practices of statistical and administrative research and report preparation.

Principles and procedures of record keeping.

Principles of business letter writing.

Principles and practices of customer service.

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

Interpersonal skills using tact, patience, and courtesy.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

Ability to:

Perform a variety of para-professional human resources functions with minimal guidance and supervision.

Coordinate the District’s workers compensation benefit program.

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Plan and organize work to meet changing priorities and deadlines.

Interpret and apply a variety of human resource rules, laws, and policies.

Implement and maintain standard filing systems.

Implement and maintain procedural manuals for effective operation of human resources functions.

Compile detailed information and prepare clear and concise reports.

Operate a computer using word processing, applicant tracking and spreadsheet software applications.

Take responsibility and exercise good judgment in recognizing scope of authority.

Maintain confidential records and reports.

Prepare clear and concise reports and memoranda.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.

Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor’s degree in public administration, human resources, business administration or related field.

Experience:

Two (2) years of broad human resources administration experience.

Preferred Experience:

Experience in a public agency preferably in the California Community College system.

physical demands and WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing**: Hear in the normal audio range with or without correction.

Board Approved: January 18, 2007

Revised: November 14, 2013

Range: 3

**Position:** Human Resources Technician

**Summary Description:** This is a confidential position under the direction of the Vice Chancellor of Human Resources. This position provides technical assistance in support of the employment, recruitment, benefits and record maintenance of the District’s faculty, classified, hourly and management personnel. This position also interprets and assures compliance with State and federal regulations guidelines concerning personnel administration.

**Analysis:** This is an entry level within human resources. The position supports the generalists by providing basic inputting of data, filing, and overall assistance to human resources.

**District needs:** 7

**Recommendations:** It is not recommended that this position type continues as it falls below meeting half of the district’s needs.

**Budget Impact:** Range 1 = $45,699.72 - $55,551.00

human resources technician

This position is confidential. Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

Summary Description

This is a confidential position under the direction of the Vice Chancellor of Human Resources. This position provides technical assistance in support of the employment, recruitment, benefits and record maintenance of the District’s faculty, classified, hourly and management personnel. This position also interprets and assures compliance with State and federal regulations guidelines concerning personnel administration.

representative Duties

The following duties are typical for this classification.

1. Performs a variety of specialized technical duties in support of the District’s employment, recruitment and selection process.
2. Schedules and coordinates interviews and the review of applications by the screening committee, performs reference checks on finalists and notifies applicants of status.
3. Prepares job announcements and advertisements for academic, classified and management position vacancies; distributes, receives and screens applications to determine qualified candidates for employment; orient and instruct screening committees.
4. Maintains a variety of files, records and lists related to District personnel and job applicants; process a variety of forms regarding employee status; prepares correspondence involving personnel transactions; assures confidentiality of information as appropriate.
5. Prepares, processes and records technical data, reports, contracts, surveys, records and other documents related to human resources; composes correspondence independently or as requested.
6. Assures compliance with a variety of District policies and procedures; State and federal guidelines, laws, and regulations concerning human resources management and benefits administration.
7. Performs data entry to the District’s computerized human resources information system; generates statistical data in support of State mandated reports and requests for information related to District personnel.
8. Provides general assistance to the overall administration of the human resources function; provide work direction and guidance to assistants as assigned.
9. Attends and participates in department meetings; stays abreast of new trends and innovations in the field of human resources administration.
10. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

District organization, operations, policies, procedures and objectives.

Principles and practices of public human resources administration.

Operational characteristics, services, and activities of the human resources functions, programs, and operations.

Methods, practices, terminology and procedures used in personnel and benefits administration; recruitment and placement of faculty, classified, hourly and administrative employees.

District human resources policies and procedures; applicable sections of the Education Code and other human resources laws, rules and regulations.

Principles and procedures of record keeping.

Principles and practices of quality customer service.

Interpersonal skills using tact, patience, and courtesy.

Office procedures, methods, and equipment including computers and applicable software applications.

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

Oral and written communication skills.

Ability to:

Perform a variety of administrative support duties related to the personnel functions.

Review, screen and evaluate employment applications.

Perform a variety of technical duties related to the employment, recruitment, benefits and records management for the District.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain the confidentiality of personal, sensitive, and collective bargaining information.

Provide appropriate information and assistance to employees, supervisors, and administrators.

Work independently with little direction.

Compile detailed information and prepare clear and concise reports and memoranda.

Type at an accurate and acceptable rate of speed.

Operate a variety of office equipment and a computer using word processing, applicant tracking and spreadsheet software applications.

Prioritize, plan and organize work in order to meet schedules and timelines.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Completion of 30 college level units from an accredited college or university with major coursework in human resources, business or public administration, management or a related field.

Required Experience:

Two (2) years of responsible human resources experience.

Preferred Experience:

Experience in a public or community college environment.

PHYSICAL demands and WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing**: Hear in the normal audio range with or without correction.

Board Approved: December 11, 1997

Revised: September 16, 2002

Revised: April 2011, Revised: July 21, 2011

Range: 1

1. **Position:** Benefits Specialist (Confidential)
2. **Summary Description:** Under direction of the Director, Human Resources, the Benefits Specialist performs a variety of specialized and technical work in the administration of various health and welfare benefits; and performs a variety of specialized human resource functions supporting the assigned area of responsibility.
3. **Analysis:** This position is integral to the human resources department as it ensures that all the district’s health and welfare needs are being provided to each employee in compliance with the law, collective bargaining agreements, and policy and procedure. The position engages directly with the district’s health care providers and brokers to ensure any changes or issues related to benefits are being addressed. In turn, the position is responsible for addressing compliancy standards as it relates to new legislation such as the Affordable Care Act (ACA). Premiums, plan designs, and various other third party vendors will be addressed by this position to ensure the district is informed.
4. **Supervision:** Non-supervisory position
5. **District needs:** 4, 5, 6, and 7
6. **Recommendations:** This position needs to continue but with the removal of the risk management aspects. The sole focus should be toward health and welfare benefits and related programs that best meet the needs of the district.
7. **Budget Impact:** Range 3 = $57,874.20 - $70,347.24
8. **See updated job description below**

San Bernardino Community College District

benefits specialist

This position is confidential. Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a confidential position.

Summary Description

Under direction of the ~~Vice Chancellor~~, Director, Human Resources, the Benefits Specialist performs a variety of specialized and technical work in the administration of various health and welfare benefits~~;~~ ~~coordinates the District’s workers compensation program including maintenance of files, records and reports for claims~~; and performs a variety of specialized human resource functions supporting the assigned area of responsibility.

representative Duties

The following duties are typical for this classification.

1. Administers the District’s health and welfare benefit program including health, life, dental, disability, retirement, COBRA, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation and retirement; reviews, recommends and administers benefit contracts and consultants providing benefit advice to District.
2. Oversees preparation of benefit information and related materials; develops benefit related policies and procedures; serves as staff liaison to employee advisory committees regarding benefit programs; conducts open enrollment procedures.
3. Oversees and monitors the Affordable Care Act program, policies, procedures and processes; ensures compliance with laws, rules and regulations; inputs and compiles data and reports.
4. Submits employee retirement enrollment changes to carriers in a timely manner; assists employees with all concerns related to their health and welfare plans.
5. ~~Coordinates the District’s workers compensation benefit programs; processes workers compensation claims; administers policies and procedures for all reportable workers compensation injury claims.~~
6. Coordinates processing of short-term/long-term disability claims~~,~~ ~~return to work and modified work programs; processes reasonable accommodations requests~~.
7. Administers employee leave program; monitors employee’s leaves including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA); coordinates with payroll staff to properly account for employee leave; maintains records related to eligibility and compliance with established rules and regulations.
8. ~~Facilitates interactive processes to determine if accommodation is needed based on ADA and FEHA; coordinates accommodations in conjunction with vendors, employees and management staff to ensure compliance~~.
9. ~~Administers and creates a policies and procedures manual for First Aid claims; processes weekly transaction requests, settlement request and special invoices.~~
10. Updates and maintains information the District’s computerized systems; generates reports and respond to requests for information as requested.
11. ~~Assists with the coordination of occupational, environmental, health and safety trainings; inputs, updates and maintains information of the training databases and generates reports.~~
12. Interprets, explains, and presents District health and welfare policies and procedures to employees, management, outside agencies, and the public.
13. Creates and maintains human resources office records and files, including confidential personnel files and records, purges files in accordance with the District regulations.
14. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of public human resources administration.

Methods, terminology and procedures used in benefits administration.

~~Workers’ compensation law and procedural requirements as they relate to claims processing and management~~.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and practices of statistical and administrative research and report preparation.

Principles and procedures of record keeping.

Principles of business letter writing.

Principles and practices of customer service.

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

Interpersonal skills using tact, patience, and courtesy.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

Ability to:

Perform a variety of specialized and technical work in the administration of various health and welfare benefits.

~~Coordinate the District’s workers compensation benefit program.~~

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Plan and organize work to meet changing priorities and deadlines.

Interpret and apply a variety of human resource rules, laws, and policies.

Implement and maintain standard filing systems.

Implement and maintain procedural manuals for effective operation of benefits administration functions.

Compile detailed information and prepare clear and concise reports.

Exercise independent judgment, discretion and initiative in recognizing scope of authority.

Operate a computer using word processing, applicant tracking and spreadsheet software applications.

Maintain confidential records and reports.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.

Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

An ~~Associate’s~~ Bachelor’s degree in public administration, human resources, business administration or a related field.

Required Experience:

Two (2) years of experience that includes duties related to benefits administration ~~and workers’ compensation~~.

Desirable Experience:

Experience in a public agency preferably in the California Community College system.

physical demands and WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing**: Hear in the normal audio range with or without correction.

Board Approved: November 14, 2013

Revised: October 9, 2014, June 11, 2015

Range: 3

1. **Position:** Recruitment Specialist (Confidential)
2. **Summary Description:** Under direction of the ~~Vice Chancellor~~, Coordinator, Diversity and Talent Acquisition, the Recruitment Specialist performs a variety of specialized and technical work in support of human resources function and activities in the area of recruitment, selection, employee processing and related services and activities supporting the assigned area of responsibility. This position is responsible for assessing and responding to recruitment and employment requirements and meeting District needs by developing position announcements, establishing recruiting strategies and interviewing applicants for positions.
3. **Analysis:** The position of recruitment specialist is designed to provide support to the district by soliciting and encouraging the most highly qualified recruits. The scope of this position should entail tracking, monitoring, and data entry for qualified applicants as well as serving on interview panels. The aspects of the position that have not addressed is the outreach required to provide appropriate recruitment strategies. This process includes attending job fairs, making contact with businesses, vendors, agencies, institutions of higher education and other entities that may a viable workforce to recruit within.
4. **Supervision:** Non-supervisory position
5. **District needs:** 1, 2, 4, 5, and 6
6. **Recommendations:** The primary functions of the position have included more desk operations due to current staffing levels. While it is recommended that this position remain, facilitation, guidance and an appropriate funding source to engage in recruitment efforts will be needed in order for this position to function as designed and to truly benefit the district based on its recruitment needs.
7. **Budget Impact:** Range 2 = $51,177.00 -$59,804.16
8. **See updated job description below**

San Bernardino Community College District

recruitment specialist

This is a confidential position. Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a confidential position.

Summary Description

Under direction of the ~~Vice Chancellor~~, Coordinator, Diversity and Talent Acquisition, the Recruitment Specialist performs a variety of specialized and technical work in support of human resources function and activities in the area of recruitment, selection, employee processing and related services and activities supporting the assigned area of responsibility. This position is responsible for assessing and responding to recruitment and employment requirements and meeting District needs by developing position announcements, establishing recruiting strategies and interviewing applicants for positions.

representative Duties

The following duties are typical for this classification.

1. Perform a variety of duties related to the recruitment of general and specific positions; recruit locally, statewide and nationwide utilizing a variety of sources including newspapers, flyers, journals, e-mail and web pages; represent the District to professional organizations, other academic institutions, and agencies in various industries for recruitment purposes.
2. Develop position announcements, establish recruiting strategies, screen and interview applicants for position.
3. Administers the District’s pre-employment testing programs.
4. Develop and Administer the District’s mentor program.
5. Perform search and selection committee work involving committee composition, training and serving; assist hiring manager with assembling a committee with the correct representation, training on process, equal opportunity; assist in question development and reference checking.
6. Monitors and maintains HR technology systems and software, and generates related reports as required. Prepare and maintain a variety of files, records and reports.
7. Conduct applicant processing and reporting, establish standards for required documentation for legal and reporting purposes, and maintaining applicant databases.
8. Appoint and train employees to serve as committee representatives. Serve as an equal opportunity representative on key search and selection committees. Develop and coordinate equal opportunity training.
9. Assist the Generalist in designing recruitment strategies to assure diverse applicant pools. Respond to and facilitate resolution to diversity concerns of search and selection committees. Communicate with various departments within the District regarding staffing, employment, and equal opportunity issues as needed; research and respond to various employment issues.
10. Coordinate and ensure completion of appropriate onboarding activities such as orientation and new hire processing.
11. Assist in the development of diversity strategic planning for the District.
12. Serve as an information resource for reports, historical information, procedures, policies, and options and possibilities for staffing.
13. Assist with classification and compensation functions and responsibilities, including classification reviews, salary surveys, development of job descriptions and related duties.
14. Perform special recruitment projects; develop solutions and establish timelines, costs, and staffing needs for projects.
15. Updates and maintains information the District’s computerized payroll system; generates reports and respond to requests for information as requested.
16. Interprets, explains, and presents District health and welfare policies and procedures to employees, management, outside agencies, and the public.
17. Creates and maintains human resources office records and files, including confidential personnel files and records, purges files in accordance with the District regulations.
18. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of public human resources administration.

Methods, terminology and procedures used in employment administration.

Methods, analysis and techniques of recruitment and employment.

Classification and compensation practices.

District organization, operations, policies, and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of training.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and practices of statistical and administrative research and report preparation.

Principles and procedures of record keeping.

Principles of business letter writing.

Principles and practices of customer service.

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

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

Ability to:

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Plan and organize work to meet changing priorities and deadlines.

Interpret and apply a variety of human resource rules, laws, and policies.

Implement and maintain standard filing systems.

Implement and maintain procedural manuals for effective operation of benefits administration functions.

Compile detailed information and prepare clear and concise reports.

Exercise independent judgment, discretion and initiative in recognizing scope of authority.

Operate a computer using word processing, applicant tracking and spreadsheet software applications.

Maintain confidential records and reports.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.

Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

An Associate’s degree in public administration, human resources, business administration or a related field.

Experience:

Two (2) years of experience that includes duties related to recruitment and selection.

Preferred Experience:

Experience in a public agency preferably in the California Community College system.

physical demands and WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing**: Hear in the normal audio range with or without correction.

Board Approved: November 14, 2013

Revised: June 11, 2015

Range: 2

1. **Position:** Coordinator, Diversity and Talent Acquisition (Confidential) (New)
2. **Summary Description:** Under the direct supervision of the Vice Chancellor, Human Resources and Employee Relations,the Coordinator for Diversity and Talent Acquisition coordinates, and implements projects and activities related to recruitment efforts with diversity. This position is required to conduct recruitment locally, statewide and nationally. It is also designed to conduct organizational studies and evaluations related to recruitment and diversity of SBCCD; develop, maintain and follow the SBCCD EEO Plan; design systems and procedures, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively with recruitment efforts to obtain the most qualified applicants for positions. The position interacts with stakeholders internal and external to the district. Emphasis will be placed on defining succession and talent planning including metrics, closing talent gaps, defining district capabilities for long-term talent needs, provide consistent resources for on-boarding and orientation processes, provide workforce benchmarks and analytics, and manage talent acquisition.
3. **Analysis:** This position will address the process of sourcing, attracting, recruiting, interviewing, and on-boarding employees to the district. It will assist the district with addressing any gaps in recruiting high quality applicants and assist in developing partnerships with various companies, agencies, colleges, and other sources that will build ongoing partnerships and collaborative efforts for recruitment and partnership efforts. It will be directly responsible for developing and maintaining contracts and agreements between the district and outside entities. Changes in legislation or law that impacts any aspect related to the essential functions will be addressed and implemented as needed. This position will also assist with maintaining classification and compensation surveys.
4. **Supervision:** Recruitment Specialist
5. **District needs:** 1, 2, 4, 5, 6, and 8
6. **Recommendations:** This position is highly recommended and will assist with meeting ongoing district needs as well as addressing the ACCJC, college brain trust recommendations, as well as maintaining data from the Hay Group relative to classification and compensation.
7. **Budget Impact:** Range 7 **=** $80,990.00 - $98,447.00
8. **See updated job description below**

San Bernardino Community College District

coordinator, diversity and talent acquisition

This is a confidential position. Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

Summary Description

Under the direct supervision of the Vice Chancellor, Human Resources and Employee Relations,the Coordinator for Diversity and Talent Acquisition coordinates, and implements projects and activities related to recruitment efforts with diversity. This position is required to conduct recruitment locally, statewide and nationally. It is also designed to conduct organizational studies and evaluations related to recruitment and diversity of SBCCD; develop, maintain and follow the SBCCD EEO Plan; design systems and procedures, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively with recruitment efforts to obtain the most qualified applicants for positions.

The position interacts with stakeholders internal and external to the district. Emphasis will be placed on defining succession and talent planning including metrics, closing talent gaps, defining district capabilities for long-term talent needs, provide consistent resources for on-boarding and orientation processes, provide workforce benchmarks and analytics, and manage talent acquisition.

representative Duties

The following duties are typical for this classification.

1. Accountable for external and internal Employment brand.
2. Provides internal and external recruiting consultation and support.
3. Ensures a pipeline of talent for long term needs of the business.
4. Establishes entry talent programs (intern and development programs) and ensures steady rate of conversation of talent through careful selection.
5. Delivers a diverse slate of candidates for all open positions, and manages relationships for such.
6. Monitors system and data integrity in support of compliance reporting of talent acquisition metrics.
7. Develops tools and provides support to business leaders and BP’s for employee onboarding process and programs.
8. Monitors and measures performance including but not limited to on-boarding, time to convert, short and long-term retention, diversity of staffing.
9. Designs talent management processes and systems.
10. Develops and administers the District’s mentor program.
11. Attends meetings and coordinates information from various groups on recruitment efforts.
12. Ensure personal credibility and impact through influencing others, leading people, and communicating clearly.
13. Creates and cultivates relationships within HR in addition to other functions through partnerships.
14. Attracts leads, manages and mentors team of employees and external partners in such a way to ensure retention, development, and superior performance of talented people.
15. Design, plan, organize, or direct orientation and training programs for employees or customers.
16. Develop training procedure manuals, guides, or course materials, such as handouts or visual materials.
17. Coordinates and provides technical assistance to departments in the development of plans based on state and San Bernardino Community College guidelines (SBCCD).
18. Coordinates recruitment activities, fairs, career days, advertising plans, meetings and informational sessions for potential candidates.
19. Communicates with state agencies and bargaining units on recruitment issues.
20. Works with SBCCD departments on recruitment needs and issues.
21. Develops and maintains forms, databases and tracking systems.
22. Acts as Liaison between candidates and SBCCD.
23. Develops relationships, partnerships and collaborates with agencies to increase the number of qualified staff needed.
24. Attends in-state and out-of state job fairs.
25. Collects, analyzes and manages data, reports, plans and other forms of recruitment statistics.
26. Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
27. Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
28. Assists in preparing and monitoring the budget.
29. Act as liaisons between minority placement agencies and employers or between job search committees and other equal opportunity administrators.
30. Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
31. Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
32. Schedule or conduct new employee orientations, screening committee trainings, diversity trainings, and EEO training.
33. Confer with management to develop or implement personnel policies or procedures as it relates to recruitment and the SBCCD EEO plan.
34. Review employment applications and job orders to match applicants with job requirements.
35. Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
36. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

District organization, operations, policies, and procedures.

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned area.

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of principles and procedures for personnel recruitment, selection

Analyze data to inform operational decisions or activities

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training and personnel information systems

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

Oral and written communication skills.

Ability to:

Learning Strategies Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Speaking — Talking to others to convey information effectively

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Coordinating, supervising, managing, or training others

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems

Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Explain regulations, policies, or procedures.

Oral Expression — ability to communicate information and ideas in speaking so others will understand.

Oral Comprehension — ability to listen to and understand information and ideas presented through spoken words and sentences.

Speech Clarity — ability to speak clearly so others can understand you.

Written Comprehension — ability to read and understand information and ideas presented in writing.

Written Expression — ability to communicate information and ideas in writing so others will understand.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines *– A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor’s degree from an accredited college or university or the equivalent combination of education and experience.

Required Experience:

Four (4) years of full-cycle recruitment experience.

Preferred Experience:

1. Experience in a public sector human resources environment.
2. Experience creating and maintaining the EEO Plan.

physical demands and WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing**: Hear in the normal audio range with or without correction.

Board Approved: Pending

Confidential Salary Range: 7

1. **Position:** Coordinator, Professional Learning and Organizational Effectiveness (Confidential) (New)
2. **Summary Description:** Under the direct supervision of the Vice Chancellor, Human Resources and Employee Relations,Coordinator, Professional Learning and Organizational Effectiveness will be responsible for supporting the development and execution of the Learning and Organizational development Strategy. The coordinator will conduct needs assessment at the individual, team and organizational level, followed by identification and/or development of impactful learning solutions. In addition, the coordinator will manage, coordinate and deliver key leadership programs across a broad employee-leadership spectrum. Stay current on market best practices/benchmarking and will provide coaching and follow-up support to leaders at all levels.
3. **Analysis:** This position will define, create, and implement strategies, through core resources, for the design, implementation, and evaluation of programs that facilitate professional development, leadership development, and continuous learning for all employees. The position will assure District compliance with all training necessary for compliance with state and federal laws and regulations including but not limited to Discrimination, Sexual Harassment, Equal Employment Opportunity, and Title IX of the Education Amendments of 1972 as amended.
4. **Supervision:** TBD
5. **District needs:** 1, 4, 5, 6, and 8
6. **Recommendations:** This position is highly recommended and will assist with meeting ongoing district needs as well as addressing the ACCJC, college brain trust recommendations. It will also address the overall retention, collaboration and skills in the organization by targeting the various needs of staff, departments, and district needs.
7. **Budget Impact:** Range 7 = $80,990.00 - $98,447.00
8. **See updated job description**

San Bernardino Community College District

cOORDINATOR, PROFESSIONAL LEARNING & ORGANIZATIONAL EFFECTIVENESS

This is a confidential position. Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

Summary Description

Under the direct supervision of the Vice Chancellor, Human Resources and Employee Relations,Coordinator, Professional Learning and Organizational Effectiveness will be responsible for supporting the development and execution of the Learning and Organizational Development Strategies. The Coordinator will conduct needs assessment at the individual, team and organizational level, followed by identification and/or development of impactful learning solutions. In addition, the Coordinator will manage, coordinate and deliver key leadership programs across a broad employee-leadership spectrum. This position will stay current on market best practices/benchmarking and will provide coaching and follow-up support to leaders at all levels.

representative Duties

The following duties are typical for this classification.

1. Ability to remain strategic and analytical while diagnosing individual, team and organizational needs at all levels.
2. Identifies and develops pragmatic and impactful strategies to address key organizational development needs.
3. Collaborates and connects with, builds trust with, and influences team members at all levels.
4. Manages multiple projects and priorities successfully.
5. Skilled and engaging communicator - visual, written, verbal, inquiry, deep listening skills.
6. Advanced decision making and problem solving.
7. Demonstrates continuous improvement skills and broad systems-thinking; strong process-orientation a plus.
8. Leads change and demonstrate courage in difficult circumstances such as those involving conflict.
9. Understands strategic and complex issues, and restate that in a simple, cohesive way that generates insights.
10. Takes on increased responsibility and special initiatives/projects as needed.
11. Develop training procedure manuals, guides, or course materials, such as handouts or visual materials.
12. Coordinates and provides professional learning opportunities to departments.
13. Works with SBCCD departments on professional learning needs and issues.
14. Researches, coordinates, develops and designs instructor-led and virtual learning offerings.
15. Develops and maintains communications driving employee awareness and engagement in programs.
16. Manages preparation and execution of learning programs which includes: scheduling training sessions, preparing and distributing training materials, ensuring facility set-up, audiovisual set-up, attendee confirmation, and maintaining trainee records.
17. Responsible for regularly reviewing, evaluating, modifying and recommending appropriate changes to existing training programs.
18. Assesses program effectiveness by evaluating and measuring results and return on investment.
19. Modifies programs as needed and provides management with reports and data.
20. Oversees learning management system functionality and utilization.
21. Oversees performance management process, including management of calendar and system, communication to management and employees, reporting, and training on performance management system and philosophy.
22. Responsible for new hire engagement through orientation and long-term on-boarding programs, increasing speed to brand connectivity and performance productivity.
23. Develop Professional Learning Catalog for the district.
24. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

District organization, operations, policies, and procedures.

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned area.

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of principles and procedures for developing professional learning programs

Analyze data to inform operational decisions or activities

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of instruction, learning strategies, effective speaking, active listening, effective writing, problem solving and team building.

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

Oral and written communication skills.

Ability to:

Clear and effective oral communication skills including public speaking and comfortable moderating large groups.

Demonstrated effective written communication skills, specifically in creating training programs and communications.

Function independently (in a multi-task and fast-paced environment) as a team.

Computer proficiency including Microsoft Office, and HRIS software.

Extremely detail oriented with exceptional follow through skills.

Maintain confidential information.

Possess a balance between analytical and creative thinking skills.

Foster effective working relationships and build consensus.

Manage complex projects and resources (people, costs, time).

Strong collaboration, interpersonal, and relationship-building skills.

Adapt management style depending on the situation and person.

Work independently with minimal supervision .

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines *– A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor’s degree in Human Resources, Business, or related field from an accredited college or university.

Required Experience:

Four (4) years of experience in training, development or related human resources experience.

Preferred Experience:

Experience in public sector environment.

physical demands and WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing**: Hear in the normal audio range with or without correction.

Board Approved: Pending

Confidential Salary Range: 6

1. **Position:** Director, Risk and Safety Management
2. **Summary Description:** Under the general direction of the Vice Chancellor of Human Resources, the Director of Safety & Risk Management Director, plans, organizes, directs and coordinates a comprehensive health and safety, risk and emergency management program to ensure that the staff, students, public, and the District’s assets are adequately and appropriately protected. The position performs safety inspections of work areas, environmental, construction sites, and facilities, and investigates and assists with injury and accident investigations. The Director of Safety & Risk Management is responsible for ensuring that assigned health and safety training and programs are operating within the appropriate budgetary guidelines and remain in compliance with District, local, state and/or federal environmental and occupational health, safety and emergency management laws and regulations.
3. **Analysis:**  A position that addresses risk management does not currently exist within the district. Although aspects of risk duties and responsibilities are distributed across various job descriptions it is not centralized therein leaving a disjointed approach in addressing the liabilities that can and may impact the district over time. The efforts at this point are a collection of data only after a concern arises that could lead to litigation and liability. Thus, there is a lack of preventative measures and approaches that can be instituted to ensure risk factors are minimized are diminished. This type of position is essential to meet the needs of the district given the size, needs and complexity.
4. **Supervision:** TBD
5. **District needs:** 9, 10, and 11
6. **Recommendations:** This position is intended to address district related matters that pertain to risk, health, safety and environmental factors that impact the district. It is one that is currently being addressed in various ways by the district but is not centralized to any one position or location. The intent of this position is to begin the process to assess the various district needs that relate to liability, risk, health, safety and environmental factors to ensure all the needs in these areas are being met.
7. **Budget Impact:** $85,040 - $103,367
8. **See updated job description**

San Bernardino Community College District

Director, Safety & Risk Management

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

Summary Description

Under the general direction of the Vice Chancellor of Human Resources, the Director of Safety & Risk Management Director, plans, organizes, directs and coordinates a comprehensive health and safety, risk and emergency management program to ensure that the staff, students, public, and the District’s assets are adequately and appropriately protected. The position performs safety inspections of work areas, environmental, construction sites, and facilities, and investigates and assists with injury and accident investigations. The Director of Safety & Risk Management is responsible for ensuring that assigned health and safety training and programs are operating within the appropriate budgetary guidelines and remain in compliance with District, local, state and/or federal environmental and occupational health, safety and emergency management laws and regulations.

representative Duties

The following duties are typical for this classification.

1. Oversee, develops, organizes, coordinates, and evaluates comprehensive health and safety, risk and emergency management programs.
2. In collaboration with the Business Services office manages the Districts insurance programs, including but not limited to, the following: Health, student accident insurance and all other coverage as needed.
3. Monitors and evaluates the District environmental and occupational health, safety and emergency management programs to ensure compliance with Cal/OSHA, ADA and related regulations.
4. Working with Human Resources staff, processes workers’ compensation claims; coordinates and participates in the interactive process; assists campuses in accommodating injured workers; oversees ergonomic requests and studies
5. Appraises workstations for employees needing ergonomics assessment and reasonable accommodation in order to comply with the Americans with Disabilities Act. Facilitates acquisition of recommended ergonomics equipment subsequent to the ergonomic evaluations.
6. Oversees District safety training and mandated training programs in compliance with local, state, and federal laws.
7. Reviews accidents, hazard complaints, incident reports, injuries and new misses and investigates causes; identifies areas of high injury and accident rated and develops safety programs to address them. Works closely with Human Resources department and workers’ compensation self-insurance group on workers’ compensation safety issues and absence reduction programs.
8. Reviews, revises, updates, and maintains safety record keeping methods and systems with a focus on computerization of records, confidentiality and efficient access to records. Develops individual department-specific safety record keeping systems when necessary, and instructs department personnel in their use. Develops web-based communications systems for dissemination of environmental health and safety information.
9. Monitors and evaluates the District’s environmental and occupational health, safety and risk/loss control management programs to ensure compliance with CAL OSHA/OSHA and related regulations.
10. Administers a hazardous materials program including waste minimization procedures; reviews chemicals used by the District; in conjunction with campus, administrative services, District facilities and District Police, coordinates the first responder clean-up for hazardous waste spills/incidents; provides technical guidance in the clean-up and removal of hazardous materials/wastes.
11. Prepares, recommends and implements budgets for safety-related equipment, advises on the development of specifications for the purchase of safety materials and safety-related equipment, periodically checks the operation and use of equipment to ensure performance and conformance with District standards.
12. Identifies reports and provides solutions to management regarding employee environmental and occupational health, safety and risk/loss control programs and regulatory compliance.
13. Develops implements, promotes, evaluates and manages the District’s environmental and occupational health, safety, risk and emergency preparedness program and activities.
14. Evaluates working conditions and operational practices and inspects District facilities and equipment to identify environmental, occupational health and safety hazards and other violations. Provides follow-up with location administrators regarding the timely correction of noted violations.
15. Develops, coordinates, facilitates and conducts all environmental, occupational health, safety, risk and emergency preparedness related trainings.
16. Develops educational, technical and promotional materials, posters, brochures, newsletters etc. to create and increase the District’s environmental, health, safety and emergency preparedness awareness.
17. Monitors and evaluates the District’s environmental and occupational health, safety and emergency management programs to ensure compliance with CAL OSHA/OSHA and related regulations.
18. Assists managers in conducting job hazard analysis and works with managers and employees to correct safety violations and hazards.
19. Advises management on technical and administrative matters related to environmental and occupational health, safety, loss control and emergency management programs.
20. Responds, investigates, and identifies all employee complaints and anonymous hazard reporting’s.
21. Ensures that hazardous waste and surplus chemicals are disposed of in compliance with local and state regulations; prepares waste regulatory reports.
22. Ensures that hazardous waste and surplus chemicals are disposed of in compliance with local and state regulations; prepares waste regulatory reports
23. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
24. Oversees and manages loss control/safety, incident management system (IMS)/ learning management system (LMS) software, safety data sheet (SDS) and safety training database vendors, reconciles invoices and initiates payments for contracted services rendered.
25. In coordination with the Business Services division, develops RFP’s, IFB’s and contracts for specialty, environmental, safety and risk/loss control management contracted services and software.
26. Acquires contracted services and coordinates industrial hygiene, exposure assessments, indoor air quality and hearing conservation projects, interprets the results, disseminates the data to applicable personnel and ensures recordkeeping requirements are adhered to in accordance with CAL OSHA recordkeeping requirements.
27. Attends actuary, loss control, liability self-insurance and workers ’ compensation claim review meetings and works collaboratively with Human Resources to provide workers’ compensation training for District management, supervisors and administrators.
28. Serves on the District’s Safety Committee. Participates as needed in campus Safety Committee meetings.
29. Participates in agency-wide department and project meetings and construction meetings to review designs and activities associated with District facilities and projects.
30. Serves as the liaison with governmental and regulatory agencies.
31. Attends conference, professional development workshops, trainings and seminars to keep abreast of industry practices, trends, health, safety, risk/loss control legislative and regulatory changes; evaluates implications for District policies, programs and operations and recommends changes to ensure compliance.
32. Maintains the District’s Environmental, Health, Safety and Emergency/Disaster preparedness website.
33. In coordination with campus Administrative Services departments and the Police, develops and revises the District Emergency Operations Plan and the Hazardous Mitigation plan as required
34. Supervises assigned employees; appraises performance and provides technical direction and guidance.
35. Participates in the formulation, interpretation and application of District policies and procedures as they pertain to risk management, liability claims, workers’ compensation claims, occupational health and safety regulations, workplace accommodations, and other related issues.
36. Prepares, administers and monitors annual budgets for health and safety, risk management and emergency preparedness programs; authorizes expenditures according to District policies and regulations.
37. Serves as the liaison with governmental and regulatory agencies.
38. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of an environmental and occupational health, safety, risk, loss control and emergency management programs.

Principles and practices of environmental, occupational health, safety, risk, loss control and emergency management.

Principles, practices, methods and techniques of training.

Methods and techniques of accident reporting and investigations.

Methods and techniques of fire prevention; disaster control; and emergency preparedness.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to environmental, occupational health, safety, risk, loss control and emergency management.

Ability to:

Oversee and participate in the management of a comprehensive environmental, occupational health, safety, loss control and emergency management programs.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations related to environmental, occupational health, safety, risk, loss control and emergency management.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to environmental, occupational health, safety, risk and emergency management functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor’s degree from an accredited college or university.

Required Experience:

Five (5) years of experience in environmental, occupational health, safety, risk/loss control or emergency preparedness.

**Certificate, License or Registration:**

1. A valid California Driver’s License and proof of a good driving record.

Preferred Experience:

1. A Bachelor’s or Master’s degree from an accredited college or university in environmental,occupational health or safety, business, public administration, science, engineering or a related field.
2. HAZWOPER certification, OSHA outreach trainer/10 & 30 hour certification in general industries or construction, Associate/Certified Safety Professional (ASP/CSP), Certified Risk/loss control Manager (CRM), Certified Asbestos, Site Surviellance Technician (CSST), Certified Asbestos Consultant (CAC), EPA Lead-Paint Renovator, Department of Public Health State Certified Lead-Paint Certifications and /or equivalent certifications or registrations.
3. Ability to attain, Certified Risk Management (CRM) and or Associate in Risk Management (ARM) certification.Experience in the California Community College environment.

physical demands and WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting. Occasional exposure to risks controlled by safety precautions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing**: Hear in the normal audio range with or without correction.

Revised: May 2015

Board Approved: Pending

HUMAN RESOURCES REORGANIZATION CHART

**Budget Analysis**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | **New/Existing/Restructured**  **Position** | **Range/Schedule** | **Salary Range** | **Increased/Reduced Cost** | **Total Cost** |
| **Director, Human Resources** | Existing | 19/Mgmt | $108,532.00 - $131-921.00 | No change | **$108,532.00** |
| **Administrative Assistant II** | Existing | 4/Conf | $62,261.28 - $76,460.52 | No change | **$62,261.28** |
| **Employee Relations Officer** | New | 9/Conf. | $98,447.00 -  $108,000 | $98,447.00 | **$98,447.00** |
| **Human Resources Analyst** | Abolish | 5/Conf. | $65,467.08 -  $79,575.48 | ($79,575.48) | **($79,575.48)** |
| **Generalist, Human Resources (4)** | Three (3) existing; Create one (1) | 3/Conf. | $57,874.20 - $70,347.24 | $57,874.20 | **$240,621.24** |
| **Technician, Human Resources** | Abolish (1) | 1/Conf. | $45,699.72 - $55,551.00 | ($50,625.36) (avg) | **($50,625.36)** |
| **Benefits Specialist** | Existing | 3/Conf. | $57,874.20 - $70,347.24 | No change | **$57,874.20** |
| **Recruitment Specialist** | Existing | 2/Conf. | $51,177.00 -$59,804.16 | No change | **$53,733.84** |
| **Recruitment Specialist** | Abolish | 2/Conf. | $51,177.00 - $59,804.16 | ($53,733.84) | **($53,733.84)** |
| **Clerical Assistant II** | Existing | 25/Class. | $31,548 - $38,364.00 | No change | **$38,364.00** |
| **Coordinator, Diversity and Talent Acquisition** | New | 7/Conf. | $80,990.00 - $98,447.00 | $80,990.00 | **$80,990.00** |
| **Coordinator, Professional Learning and Organizational Effectiveness** | New | 7/Conf. | $80,990.00 - $98,447.00 | $80,990.00 | **$80,990.00** |
| **Total** |  |  |  | **$134,366.52 (increase)** | **637,878.88** |

**CONFIDENTIAL SALARY SCHEDULE**

**San Bernardino Community College District**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Classification Titles Range Period Step A Step B Step C Step D Step E** | | | | | | | |
| **~~Human Resources Technician~~** | **1** | Monthly | $ 3,808.31 | $ 3,998.68 | $ 4,198.77 | $ 4,408.60 | $ 4,629.25 |
| Hourly | $ 21.89 | $ 22.98 | $ 24.13 | $ 25.34 | $ 26.60 |
|  | | | | | | | |
| **Recruitment Specialist** | **2** | Monthly | $ 4,264.75 | $ 4,477.82 | $ 4,520.88 | $ 4,746.56 | $ 4,983.68 |
| Hourly | $ 24.51 | $ 25.73 | $ 25.98 | $ 27.28 | $ 28.64 |
|  | | | | | | | |
| **Human Resources Generalist Benefits Specialist** | **3** | Monthly | $ 4,822.85 | $ 5,064.05 | $ 5,317.15 | $ 5,583.22 | $ 5,862.27 |
| Hourly | $ 27.72 | $ 29.10 | $ 30.56 | $ 32.09 | $ 33.69 |
|  | | | | | | | |
| **Administrative Assistant II** | **4** | Monthly | $ 5,188.44 | $ 5,462.08 | $ 5,749.79 | $ 6,052.63 | $ 6,371.71 |
| Hourly | $ 29.82 | $ 31.39 | $ 33.04 | $ 34.79 | $ 36.62 |
|  | | | | | | | |
| **~~Human Resources Analyst~~** | **5** | Monthly | $ 5,455.59 | $ 5,728.15 | $ 6,014.78 | $ 6,315.46 | $ 6,631.29 |
| Hourly | $ 31.35 | $ 32.92 | $ 34.57 | $ 36.30 | $ 38.11 |
|  | | | | | | | |
| **Executive Administrative Assistant** | **6** | Monthly | $ 6,195.40 | $ 6,520.97 | $ 6,863.83 | $ 7,225.09 | $ 7,605.81 |
| Hourly | $ 35.61 | $ 37.48 | $ 39.45 | $ 41.52 | $ 43.71 |
|  | | | | | | | |
| **Coordinator, Diversity & Talent Acquisition Coordinator, Professional Learning & Organizational Effectiveness** | **7** | Monthly | $ 6,505.17 | $ 6,847.02 | $ 7,207.02 | $ 7,586.34 | $ 7,986.10 |
| Hourly $ 37.39 $ 39.35 | | | $ 41.42 | $ 43.60 | $ 45.90 |
|  | | | | | |
|  | | | | | | | |
|  | **8** | Monthly | $ 6,830.43 | $ 7,189.37 | $ 7,567.37 | $ 7,965.66 | $ 8,385.41 |
| Hourly | $ 39.26 | $ 41.32 | $ 43.49 | $ 45.78 | $ 48.19 |
|  | | | | | | | |
| **Employee Relations Officer** | **9** | Monthly | $ 7,171.95 | $ 7,548.84 | $ 7,945.74 | $ 8,363.94 | $ 8,804.68 |
| Hourly | $ 41.22 | $ 43.38 | $ 45.67 | $ 48.07 | $ 50.60 |

**Confidential Salary Schedule**

**SBCCD Confidential Salary Schedule**

**Effective July 1, 2014**

**Board Approved May 08,2014**

**Revised: October 9, 2014, June 11, 2015**