Long Beach Community College District

CLASS SPECIFICATION
Senior Human Resources Analyst – Academic

FLSA Status: Exempt
EEOC Job Category: Professionals
Union Representation: Unrepresented

GENERAL PURPOSE
Under general direction, performs a variety of responsible professional, technical and analytical activities in support of the District’s academic recruitment programs; plans, supervises, evaluates and oversees the work of staff engaged in supporting academic human resources activities; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS
Senior Human Resources Analyst – Academic performs professional human resource assignments focused on District academic recruitment programs. The incumbent may also coordinate, supervise and participate in the work of professional and/or technical staff engaged in assigned areas of academic human resources programs and functions. The incumbent performs assigned duties with a significant degree of independence and is expected to carry out responsibilities with initiative and creativity, exercising sound professional judgment and problem-solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual department budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and District goals, objectives and performance measures consistent with the District’s quality and service expectations.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s classified human resources policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations;
provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, implements, manages and coordinates the District’s academic recruitment programs; confers with hiring authorities on job demands and appropriate requirements; develops and conducts outreach recruitment programs to obtain qualified candidates; selects publications for advertising; prepares, reviews, distributes and submits job announcements, advertisements and other recruitment materials; posts open positions on department website, California Community College registry, Ed-Join and other websites; screens applications for qualifications; approves or disqualifies applicants with convictions according to California Education and Penal Codes; coordinates paper application screening processes and formation of applicant screening committees; provides information and training to screening committee chairpersons on procedures for screening applicants, file content, minimum qualifications and equivalency processes and serves as a technical resource; approves and revises interview questions to ensure compliance with equal employment opportunity regulations; ensures that all phases of recruitment comply with applicable federal, state and local laws, regulations and guidelines; makes recommendations to management on approval of certifying lists; schedules and coordinates oral interview processes; conducts reference checks; schedules and coordinates final interview processes with appropriate vice presidents, committee members and candidates; makes job offers to successful candidates; responds to applicant and candidate questions and concerns; generates notices to applicants and candidates; provides weekly updates on academic recruiting programs and activities to management/administration.

5. Develops, manages and conducts academic recruitment staff diversity training; develops and updates affirmative action (AA) and equal employment opportunity (EEO) training materials and presentations for administrators, departmental AA/EEO representatives and faculty applicant screening committees; assigns AA/EEO representatives to applicant screening committees and tracks training dates for all committee members; serves as diversity liaison between screening committees and human resources; serves as the AA/EEO representative on applicant screening committees conducting the more complex, difficult and sensitive recruitments.

6. Coordinates, manages, organizes and plans the District’s participation in California Community College (CCC) Registry job fairs; coordinates LBCCD’s registration; develops, prepares and distributes job fair flyers and notices; orders job announcements, applications and miscellaneous supplies; solicits faculty and administrator participation in the job fairs; compiles and prepares District information and materials for distribution at job fairs, such as catalogs, schedules of classes and salary schedules; sets up and disassembles the District’s exhibit at job fairs; answers questions regarding District recruitment, compensation and employment practices; distributes collected resumes to appropriate departments following job fairs and prepares correspondence to District participants.

7. Performs a variety of special research and analysis projects on academic recruitment issues; compiles and analyzes recruitment and demographic data and prepares reports and presentations; tracks and updates full-time faculty spreadsheets and prepares reports; prepares equal employment opportunity expenditure and performance reports for administration; prepares, analyzes and evaluates advertising costs and their effectiveness.
8. Prepares a variety of reports and documents; reviews and edits staff diversity briefs for faculty screening committees and faculty evaluations; updates and maintains faculty orientation handbooks; reviews, revises and updates recruitment forms; composes and edits correspondence, e-mails and memoranda; updates EEO and discrimination statements for class schedules and college catalogs; updates and revises job announcement covers as needed.

9. Interprets and explains academic recruitment policies, procedures and regulations to District administration, management, staff, applicants, candidates and the public.

OTHER DUTIES

1. Assists with and participates in performing a variety of specialized and confidential human resources duties; evaluates human resource instruments for management; assists in preparing a variety of human resource materials and forms; prepares legal postings; downloads new employee Department of Justice fingerprint records; coordinates ID card processes and creation of service award lists.

2. Coordinates, trains and oversees the work of human resources project staff assigned to assist with academic recruitments.

3. Attends and participates in a variety of committees, conferences, task forces and meetings.

4. Audits transcripts and work experience for salary placement for new full-time faculty.

QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of human resources administration, particularly as related to academic staff.

2. District procedures, rules and regulations and related documents governing the recruitment of academic faculty.

3. Federal and state employment laws and related legislation including Equal Employment Opportunity, Americans with Disabilities Act and FEHC.


5. District human resources policies and procedures and labor contract provisions.

6. District organization, operations, policies and objectives.

7. Academic bargaining agreements.

8. Research methods and data analysis techniques.

9. Principles and practices of sound business communication.

10. Office administration practices and procedures, including recordkeeping and filing of records and files.
11. Procedures and codes used to access and enter data in the District’s Peoplesoft HRIS system.

12. Standard business software, including word processing and spreadsheet programs.

13. Principles and practices of effective supervision.

14. District classified human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Analyze problems, evaluate alternatives and make sound, appropriate recommendations.

2. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.

3. Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions.

4. Understand and follow written and oral instructions.

5. Communicate clearly and effectively, both orally and in writing.

6. Prepare clear, concise and accurate reports, correspondence and other written materials.

7. Operate a computer using word processing and other business software and other standard office equipment.

8. Organize and maintain specialized files.

9. Maintain confidentiality of District and personnel files and records.

10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.

11. Establish and maintain effective working relationships with District management, faculty, administrators, staff, applicants, representatives of external agencies and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, human resources, psychology or a related field; and four years of progressively human resource management experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.
PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and lift up to ten pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks; work with constant interruptions, and interact with District management, faculty, administrators, staff, applicants, representatives of external agencies and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.