Employment Opportunity

Personnel Analyst
Human Resources Department - - CL13-61

Screening of applications will begin on Thursday, January 9, 2014; however, applications will be accepted until the position is filled.

About the Position: The currently advertised full-time assignment will perform a variety of professional activities in support of a centralized personnel system, including classification, compensation and employment-related analysis, and provide support to recruitment and selection. A Personnel Analyst eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

This position is “confidential” designated having access to, or possession of, information in the regular course of duties to the employer’s employee-employer relations.

Examples of Duties: Under the direction of the Director of Human Resources (HR):

- Conducts job analysis and classification studies and audits, including desk audits
- Prepares new and modified job descriptions
- Coordinates, works with and provides staff support to the joint labor/management Classification Study Committee
- Gathers and compiles compensation and related information; prepares analysis and reports
- Provides classification, compensation, and employment-related information to other educational institutions and agencies
- Directs and assists in coordinating various recruitment and selection processes; may participate in job fairs and other recruitment related activities, which may require driving to off-campus locations
- Provides information to applicants and the public regarding search and selection and other employment-related procedures
- Assists in the implementation and monitoring of equal employment opportunity programs
- Assists in the resolution of difficult employment problems and complaints and recommends corrective action
- Assists with grievance processing and labor relations programs and negotiations by gathering data and making recommendations
- Interprets, explains and applies the California Education Code, federal and state laws and College policies, procedures and regulations
- Works with Information Technology staff in the development of automated personnel human resources systems
- Conducts surveys, special studies and projects; prepares statistical and narrative reports, correspondence and other written materials
- Monitors developments in the field of Human Resources which may affect College personnel activities
- Recommends and implements improved departmental processes and procedures
- Directs the work of support staff on a project or day-to-day basis
- May serve on a variety of college and professional committees
- Performs related duties as required or assigned

Minimum Qualifications: Equivalent to graduation from a four-year college or university with major course work in business or public administration, psychology, industrial relations, or a closely related field, and two years of professional-level experience in a centralized personnel system. Experience in a personnel function which has provided the knowledge and skills outlined above may be substituted for the education on a year-for-year basis, to a maximum of two years.

Knowledge of:
- Principles and practices of public personnel administration
- Classification, compensation and benefits analysis and administration procedures
Knowledge of (continued):

- Recruitment and selection techniques and procedures
- Basic functions and structure of a community college or similar educational setting
- Applicable state and federal laws and regulations
- Basic principles and practices of equal employment opportunity
- Standard office practices and procedures, including basic business data processing applications
- Basic supervisory principles and practices

Skill in:

- Effective written and verbal communication
- Coordinating production schedules and meeting deadlines
- Designing and facilitating effective recruitment programs to obtain qualified candidates
- Developing valid and effective selection and procedures and performance exercises
- Conducting classification, compensation, and employment-related studies
- Analyzing technical information, evaluating alternatives and exercising sound judgment within established guidelines
- Interpreting and applying laws, regulations and policies
- Researching and preparing clear, concise and effective written reports, recommendations, correspondence and other materials
- Maintaining accurate records and files
- Instructing and directing the work of staff
- Operating a personal or on-line computer to enter, edit and retrieve data and generate reports
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other requirements:

- Possession of and ability to maintain a valid California driver's license and a safe driving record during the course of employment

Desirable:

- Experience in a public agency or educational setting
- Experience using Human Resources (HR) software such as online applicant tracking or other HR-related software

Salary: *$4,648 to $5,124 per month to start; seven-step schedule to $6,229. Full-time (225-day) assignment, 12 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m. with evenings and weekends as necessary, travel to off-site locations for position-related activities (e.g. classification study work at Watsonville Center, job fairs and meetings). Confidential-designated employees are required to join the California Public Employees’ Retirement System (CalPERS) and as such must contribute up to 7% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire confidential-designated employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

*Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

How to Apply: Application forms may be obtained through the Human Resources web site: [http://www.cabrillo.edu/services/hr/apps.html](http://www.cabrillo.edu/services/hr/apps.html) OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
or fax to: (831) 477-3545
Phone: (831) 479-6217
**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College classified employment application

b) Resume – job related

c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position

d) Verification of educational qualifications *(Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)*

- Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

OR

Verification of experience qualifications:

- Experience may be substituted for the education requirement on a year-for-year basis, to a maximum of two years. Applicant must provide written evidence that proves additional experience is equivalent for purposes of substitution.

e) A brief (not to exceed two pages) clearly identified and separately attached statement, describing your training and experience in the following areas:

  - Conducting classification and compensation studies: preparing analysis and reports
  - Recruitment and selection techniques and procedures
  - Interpreting, explaining and applying relevant laws, policies and regulations
  - Basic equal employment opportunity principles and practices

f) Criminal History Inquiry Supplemental to Application

g) Copy of current driver’s license

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:** Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:**

Screening of applications will begin on Thursday, January 9, 2014. Completed application materials received by this date will be screened; however, applications will be accepted until the position is filled. (Email transmittals are not accepted.)

Please note: Cabrillo College will be closed beginning Tuesday, December 24, 2013 and will reopen on Thursday, January 2, 2014 for the receipt of application materials.

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.