

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Human Resources AnalystDepartment: Human ResourcesTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): M - F, 8:00 AM - 5:00 PMSalary Schedule (Range): C - 97Background and Rationale (use back of form if additional space is needed): New position approved on NRA14. New position to support DEISA,Temp Employment, & Recruitment Process.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000 - 200000 - 213000 - 673000 - 2100 100 % Amount \$ \$154,232Account Number(s): _____ % Amount \$ 149,432Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: Funded with NRA 14; President's Cabinet approved on 8/18/22**Signatures:**Tika Davé-Harris Digitally signed by Tika Davé-Harris
Date: 2022.09.13 17:14:07 -07'00'

1. Requesting Manager Signature

Date

Suchakong

9/14/2022

2. Division Vice President Signature

Date

Boice

09/14/22

3. Chief Compliance/Budget Officer Signature

Date

Tika Davé-Harris

Digitally signed by Tika Davé-Harris
Date: 2022.09.14 16:34:39 -07'00'

4. Human Resources Signature

Date

Suchakong

9/14/2022

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not available Position Number: CO9972 Contract Number: 212121

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smoggin
6. Signature of President/CEO

September 20, 2022

Date

2022-23 NEW RESOURCE ALLOCATION REQUESTS - PRIORITIZED SUMMARY

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Human Resources

Priority Number	Division	Department- Org/Department's Contact Staff	Description	To Be Completed By Departments			Strategic Goals
				Justification of Need	One-time	Ongoing	
	Human Resources	200000 / EEO & Recruitment / Tika Davé-Harris	New Position: Human Resources Analyst (DEISA, Temp Employment, & Recruitment Process)	To provide timely and accurate recruitment services supporting the organization's goal, the recruitment volume must be manageable; hiring times must be decreased; processes automated and implemented, and processes consistently monitored and analyzed. There was a significant temporary drop in active recruitments during the campus closure due to the pandemic. However, since the beginning of 2021, the number of recruitments has increased to the pre-pandemic level and has remained consistently high. New positions and employee separations are ongoing; therefore, the number of active recruitments will continue to grow. For example, from July 1, 2021, through June 30, 2022, there were 8,658 job applications received and screened for faculty, classified, confidential, and management positions. The 2021-22 average vacancy fill time was six (6) months. To support these initiatives, this HRA will evaluate, analyze, continuously monitor, and maintain the process to determine the effectiveness and ensure efficiency; revise current and create new standard operating procedures to implement the hiring administrative procedures to align with the recruitment process with DEI. This HRA will also be responsible for assessing temporary employee hire requests by verifying proper classification upon hire and making recommendations regarding the need to convert temporary positions into permanent positions. This will ensure the college remains compliant with laws that govern the use of temp employees. The goals and work are ongoing. The volume of work required cannot be added to existing staff members as they do not have the capacity to take on additional responsibilities due to the volume of their current workload and/or job classification. This request aligns with 22-23 Budget Priorities #4 Emphasize Equity and Basic Needs Integration into Academic Support and # 6 Restructure to Meet Program Staffing Needs		149,450	1, 4
	Human Resources	200000 / EEO & Recruitment / Tika Davé-Harris	New Positions: One (1) Human Resources Technician (Recruitment) (100% FTE)	In order to provide timely and accurate recruitment services in support of the organization's goal, the recruitment volume must be manageable; hiring times must be decreased; processes automated and implemented; and processes consistently monitored and analyzed. Recruitments experienced a temporary drop in application during the pandemic, but since have consistently been high and are expected to remain in the same manner. For example from July 1, 2021, through June 30, 2022, there were 8,658 job applications received and screened for faculty, classified, confidential, and management positions. The 2021-22 average vacancy fill time was six (6) months. Two (2) Human Resources Technicians are needed to handle the volume of recruitments and corresponding tasks. This new position will perform the full range of technical work in recruitment and corresponding hiring areas. Without the additional requested positions, lag time of at least six (6) months for hiring will continue. Lag time in recruitment has resulted in the loss of Committee members, highly qualified candidates, and state recruitments causing a further delay in filling the positions. This request aligns with 22-23 Budget Priorities # 6 Restructure to Meet Program Staffing Needs		108,200	1, 4
	Human Resources	200000 / EEO & Recruitment / Tika Davé-Harris	New Position: Human Resources Technician (DEISA, Temp Employment, & Recruitment Processes) (100% FTE)	In order to provide timely and accurate recruitment services in support of the organization's goal, the recruitment volume must be manageable; hiring times must be decreased; processes automated and implemented; and processes consistently monitored and analyzed. Recruitments experienced a temporary drop in application during the pandemic, but since have consistently been high and are expected to remain in the same manner. For example from July 1, 2021, through June 30, 2022, there were 8,658 job applications received and screened for faculty, classified, confidential, and management positions. The 2021-22 average vacancy fill time was six (6) months. This Human Resources Technician will assist with the task related to evaluation, analysis, training, and maintenance of integrating diversity, equity, inclusion, social justice, and anti-racism into recruitment processes. This position will assist in the compilation of new standard operating procedures for the implementation of the hiring administrative procedures to align with recruitment process with DEI; This HR Tech will also be responsible to handle follow-up and notifications following classification assessment of temporary employee hire requests (short-term employees and professional experts); track the duration of temporary assignments; assist with gathering and compiling data; and train and support departments relative to the temporary employment hiring procedures. This work will ensure the college remains compliant with laws that govern the use of these employee types. The volume of the work needed to address the issues above cannot be added to existing staff members as they do not have the capacity to take on additional responsibilities due to the volume of their current workload. Lag time in processing temporary hire requests will delay start times for new hires as the Ed code requires board approval prior to starting. Untimely hiring has the biggest impact on student workers who rely on timely paychecks to survive and maintain their ability to be an active student at Mt. SAC.		108,200	1, 4

HUMAN RESOURCES ANALYST

DEFINITION

Under general direction, performs complex and responsible professional level human resources work in one or more area of Human Resources, such as: recruitment and selection/EEO, Human Resources Information Systems (HRIS), classification/compensation, and/or leaves/benefits. Incumbents in this classification are designated as “confidential employees” as this term is used within the Educational Employment Relations Act (EERA), 35401(c). As such, incumbents in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information, which contributes to the development of management’s collective bargaining positions and/or labor relations strategies.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Human Resources Operations and Employee Services and/or Director, Equal Employment Opportunity Programs. May provide technical and functional leadership to human resources employees, including supervision over student workers.

CLASS CHARACTERISTICS

The Human Resources Analyst is a journey level classification in the professional human resources series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Human Resources Technician by the full scope of complex, professional-level human resources work performed and by its lead responsibilities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews and implement improvements.
2. Assists in the preparation, research, and drafting of the initial proposal as well as conduct collective bargaining activities; advises staff regarding provisions of contract.
3. Provides the management team with assistance in the interpretation and application of regulations of the Education Code, Labor Code, and Government Code which deal with personnel and labor relations.
4. Assists in the development of and provide technical guidance to staff regarding proper standards and procedures required in the processing of personnel transactions; communicates provisions of state and federal laws as well as College rules and policies to classified employees, supervisors, administrators, and others regarding personnel and labor relations matters.
5. Prepares memoranda, reports, letters, and notices to employees regarding procedures and legal requirements/updates.
6. Coordinates and prepares Human Resources Board agenda items and follow up after each meeting of the Trustees to ensure that the personnel actions taken are implemented.
7. Conducts College-wide human resources training programs for staff as required.
8. Responds to and resolves difficult and sensitive inquiries and complaints.
9. Represents the department in meetings with other departments in matters relating to personnel issues and other administrative functions; represents the department to outside agencies and other groups.

10. Develops and provides complex reports to management, performs special analyses, planning, and special studies on which management bases major decisions that impact the department or overall administration.
11. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of human resources administration based on the area of assignment.
2. Principles and practices of data collection and report preparation; Oral and written communication skills.
3. Current computer operating systems, software applications, applicant tracking systems, and human resources information systems.
4. English usage, spelling, vocabulary, grammar, and punctuation.
5. Participatory governance and collective decision making.
6. Principles and practices of employee training and supervision.
7. General labor relations, laws, practices and procedures.
8. Community college organizational functions, policies, and procedures.
9. Applicable federal, state and local laws, codes and regulations related to area(s) of assignment.
10. Interpersonal skills using tact, patience, and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.
11. Research methods and statistical analysis.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, various businesses, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Analyze complex administrative and technical issues and make appropriate recommendations for action.
2. Maintain confidentiality and discretion in handling and processing confidential information and data.
3. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned functional areas.
4. Exercise initiative, ingenuity, and sound judgment in solving problems and developing effective solutions.
5. Work effectively with a customer service focus with employees and the public.
6. Effectively organize, prioritize, and follow-up on work assignments.
7. Independently develop and coordinate effective systems, programs, and procedures.
8. Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties.
9. Understand, interpret, explain, and accurately apply applicable laws, codes, and regulations.
10. Develop and implement revisions to standard operating procedures to improve effectiveness and/or comply with regulatory changes as appropriate.
11. Lead, train, and assist with the evaluation of subordinate staff.
12. Make public presentations.
13. Communicate clearly and concisely, both orally and in writing.
14. Work independently and as a member of a team.

15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in human resources management, business or public administration, or a related field, and three (3) years of progressive experience in human resources area of assignment.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

EZ Salary Projection FY 2022-23 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	CO
Enter salary range	97
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$149,432

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 3.7.22