



West Kern Community College District

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Management Employment Opportunity

www.taftcollege.edu

Application Deadline: Open until filled, priority consideration date of Friday, March 23, 2018 @ 4:00 p.m.

Human Resources Senior Specialist, *Confidential*

Confidential Salary Schedule Grade 8, \$54,201.00 - \$73,473.00 per year. The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 includes medical, dental and vision for the employee and dependent, and life insurance for the employee.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California’s central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The College is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College’s Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The College has 60 full-time faculty, 90 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

GENERAL RESPONSIBILITIES

Under direction of the Executive Director of Human Resources assists with day-to-day direction of the human resources for all employees of the District; performs a variety of technical and professional tasks and activities in support of human resources as generalist. Oversees recruitment, benefits and employee onboarding, EEO plan and performs other related work as assigned.

PRIMARY DUTIES OF THE POSITION

- Supports the Executive Director of Human Resources in providing training resources for supervisors and managers in areas including employee relations, employment law, District policies, procedures and practices.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on the TC website under Jobs and EdJoin.

Website:

www.taftcollege.edu

www.edjoin.org

Human Resources Department

Hours:

Monday-Friday

7:30 a.m. – 5:00 p.m.

PRIMARY DUTIES OF THE POSITION, continued

- Provides staffing, recruiting and HR onboarding for the College District. Works with hiring managers on staffing plans and manages talent acquisition process; participates on interviews, screening and ensures training of search committee members; works with hiring agencies to drive best results, develops extensive analytics on hiring trends and best practices; assess talent, skills and knowledge gaps for current and future needs and collaborates on development of job descriptions, salary grade placements to ensure effective talent management strategies.
- Provides employee relations supporting the Executive Director of Human Resources and supporting leaders to actively manage and resolve performance issues proactively, minimizing any risk. Evaluates employee relations cases on macro and micro level to identify any trends and provides training resources for supervisors and managers on employee relations topic and employment laws, District policies, procedures and practices.
- Assists Executive Director of Human Resources in confidential matters such as union negotiations, salary schedules, disciplinary actions, grievances and legal actions and responses. Researches a wide variety of complex information requests; collects and compiles statistics and human resources related information from identified sources; independently assembles and summarizes information as directed. Assists in maintenance of confidential records.
- Administers District Equal Employment Opportunity Plan.
- Coordinates ACA reporting with Fiscal Services, county offices and other agencies.
- Coordinates employee benefit programs; communicates benefit program information related to plans, plan eligibility, coverage and other related information to faculty, staff, board members and retirees; answers questions and resolves benefit issues; facilitates the administration of new enrollments, open enrollments and updates; provides employee insurance notification to insurance carrier. Coordinates and reviews the processing of leaves, FMLA/ADA and accommodation matters.
- Assists the Executive Director of Human Resources in the administration of the classification and compensation programs; schedules time lines and coordinates process for review; maintains job descriptions and position control.
- Provides general confidential administrative support to Executive Director of Human Resources.
- Coordinates and oversees the processing of faculty and classified seniority /order of employment and faculty service area lists and notifications and other related matters.
- Performs advanced administrative office functions to facilitate the responsibilities of human resources services; reviews and responds to correspondence; coordinates office communication; processes, prepares, files and/or distributes various forms, records and reports; reviews and proofreads incoming and outgoing documents for completeness and compliance with applicable rules and regulations; performs data entry to record, archive and retrieve department information and to prepare documents.
- Trains and provides work direction and guidance to other staff, student workers and volunteers as necessary; directs human resources department in absence of Executive Director of Human Resources.
- Assists Executive Human Resources Director, as needed, in the coordination of the preparation of personnel related items for the human resources Board agenda for submission to the Governing Board.
- Assists HR Analyst, as needed, in the coordination and overseeing of the processing of classified and management personnel transactions involved in appointments, separations, changes in assignment, compensation, professional growth, professional improvement, and other related matters.
- Assists HR Analyst, as needed, in the coordination, facilitation and implementation of processes related to conditions of employment (such as TB testing, fitness for duty exams, Class A, B Licenses, random drug screens, training, background checks/DOJ reporting, etc.)
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited institution in human resources management, organizational development, public administration, business administration or related field or equivalent. Three (3) years of recent combined experience in human resources as a human resources generalist working in recruitment, benefits, compensation, employee training, performance management and/or employee relations experience. Experience with Human Resources information software applications and computerized data bases and word processing systems including internet and website usage.

DESIRED QUALIFICATIONS

- Experience working in compensation.
- Experience working in employee training.
- Experience working in performance management.
- Experience working in higher education.
- Bilingual: Spanish/English.

COMPENSATION

The salary range for the position is \$54,201.00 - \$72,473.00 per year. The successful applicant will be offered a starting salary within this range commensurate with qualifications and experience.

ANTICIPATED START DATE

The anticipated start date is negotiable.

APPLICATION DEADLINE

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Friday, March 23, 2018**. Application materials must be mailed, hand delivered, or e-mailed. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

APPLICATION PROCESS

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District management application or EdJOIN online management application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from www.taftcollege.edu
Management online application submission: www.edjoin.org

Send all application materials to:

Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

PAY RANGE

Grade 8 on the Confidential Salary Schedule/Exempt

SUPERVISION

Direction is received from the Executive Director of Human Resources.

HOURS & TERMS OF EMPLOYMENT

40 hours per week, 12 months per year. Will require evening and weekend hours throughout the year.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Possess a current CA driver license. Taft College reserves the right to modify or rescind this position announcement at any time.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

- 1. Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*