



West Kern Community College District

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Confidential Employment Opportunity

Application Deadline: Open until filled, priority consideration date of Wednesday, September 12, 2018 @ 4:00

Human Resources Assistant, *Confidential*

2018-19 Confidential Salary Schedule Grade 2, \$40,446.00-\$54,827.00. The District provided industry leading 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 the general direction of the Executive Director, Human Resources, the incumbent provides confidential administrative support and performs comprehensive paraprofessional human resources services to administrative, academic, and classified employees; independently performs a wide variety of complex tasks.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

- Provide human resources-related advice and secretarial assistance to the Executive Director, Human Resources.
- Independently manage administrative and office details not requiring the immediate attention of the Executive Director, Human Resources.
- Perform a wide range of complex and confidential administrative and secretarial duties.

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.

- Respond to requests for information concerning human resources and/or employee-related policies and procedures.
- Serve as primary campus switchboard operator.
- Coordinate and prepare agendas and minutes for the committees chaired by the Executive Director, Human Resources and other assigned meetings/committees.
- Perform a variety of secretarial functions for the department; screen office telephone calls, schedule appointments and meetings with individual or groups, maintain shared HR calendar, independently compose correspondence related to assigned responsibilities, compile information from various sources, prepare reports, maintain department annual calendar, provide general information to employees of the college and external agencies.
- Assist in the planning and implementation of events; i.e. training, workshops, seminars, and meetings sponsored by the Human Resources department or as assigned.
- Ability to plan and organize work and oversee the work of student workers as directed or needed.
- Organize and maintain filing system; maintain a variety of Human Resources and legal files and record logs directly related to area of assignment.
- Review materials for completeness and conformance with established state, district, college, Board of Trustees and Ed Code Regulations and procedures. Apply appropriate policies and procedures in determining completeness of applications, records and reports.
- Manage, track and report on applicable applicant data as required under Title V and as per the District's published EEO Plan.
- Maintain and manage candidate records. Coordinate interview times and dates with related search committee. Schedule needed facility resources and contact
- Facilitate the necessary processes and paperwork related to conditions of recruitment, employment and continued employment (such as staffing, orientation, absence and time reporting, certifications of qualifications, performance evaluations, etc.).
- Operate a variety of office equipment as needed to complete assigned duties.
- Attend workshops and training programs as assigned.
- Ensure confidentiality is maintained at all times.
- Perform other related duties as assigned.
- Provide professional level support for all key HR functions to supervisors and managers, ensuring compliance with all applicable employment laws, District policies, procedures and practices.
- Effective balance employee advocacy with business partner responsibilities.
- Manage both day-to-day human resources needs and human resources projects.
- Focus on continuously improving the effectiveness and efficiencies of the human resources department and services.
- Plan and coordinate the talent acquisition process, including developing recruiting strategies and sources, interviewing and selection, training of search committee members, pre-hire processing and staffing plans to ensure staffing needs are met timely.
- Provide HR guidance and support; work with managers and supervisors to address employee relations concerns, coach managers in resolving performance issues.
- Assist with confidential matters such as union negotiations, salary schedules, disciplinary actions, grievances and legal actions and responses, coordination of Human Resources agenda items for submission to the Governing Board, as needed.
- Provide support in the coordination of employee actions such as separations, assignment changes, professional growth and improvement and other related matters.
- Maintain and manage employee and confidential records, both electronic and hard copy, to ensure legal compliance.
- Administer and coordinate programs such as District Equal Opportunity Plan and ACA Reporting.
- Manage employee benefit programs, ensuring effective and timely communication with all enrollees. Ensure all benefits enrollments and questions are resolved within established timelines. Provide general confidential administrative support to Executive Director of Human Resources.
- Coordinate and oversee the processing of faculty and classified seniority/ order of employment and faculty service area lists and notifications and other related matters.
- Provide other HR related duties as needed to support department and District outcomes.

MINIMUM QUALIFICATIONS

- Two years of administrative and clerical support experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Beginner Excel experience.

EDUCATION AND EXPERIENCE:

- This position requires a High School diploma/GED, plus some college. An Associate Degree in Business Administration, Human Resource or related field is desired but not required.

DESIRED QUALIFICATIONS

- 6+ months prior experience in Human Resources.
- Experience in higher education or a public service environment.
- Intermediate Excel experience
- Microsoft Office and PowerPoint

COMPENSATION

Grade 2 on the Confidential Salary Schedule.

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 Wednesday, September 12, 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
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Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

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.*