Rancho Santiago Community College District
District Council Meeting
Supplemental Action Items
August 25, 2025

Via Email Vote

Supplemental Agenda

1. Approval of HR Items - **ACTION**
    a. Reorg #1470- DO/Ed Services/ITS
    b. Reorg #1471 – DO/Human Resources

Next Meeting:
October 6, 2025

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

REORGANIZATION REQUEST FORM

Number # 1470
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: Information Technology Services/Educational Services

Manager/Supervisor: Adam Howard

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
N/A	Applications Specialist IV

Current annual salary/benefits cost $_____ Proposed annual salary/benefits cost $ $208,939.57

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS ☑ **RESTRICTED FUNDS** ☐

Source of funding (account numbers): 11_0000_678000_54144_2130

(Attach necessary budget change forms)

Reason for reorganization:

This is a new position that went through the resource allocation request process and was approved by POE on June 25, 2025 per details included within the attached meeting minutes

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No ☑ Yes ☐ If yes, please explain below.

Does this change affect more than one department/division? No ☑ Yes ☐ If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts *(highlighting all positions affected, both current and proposed)* with this form.

Submitted by *(District Cabinet Member)*: Jesse Gonzalez (Jul 16, 2025 17:04 PDT) Date: 7/16/2025

SIGNATURES AND/OR REVIEW DATES	
Human Resources *(Signature/Date)*: Alistair Winter (Jul 21, 2025 06:50 PDT)	Business Operations & Fiscal Services *(Signature/Date)*: Adam O'Connor (Jul 21, 2025 08:02 PDT) TN
	Resource Development *(Signature/Date – Only for Restricted Funds)*
COLLEGE POSITIONS	**DISTRICT POSITIONS**
President's Council Approval *(Signature/Date)*:	Chancellor's Cabinet Approval *(Signature/Date)*: Marvin Martinez (Aug 25, 2025 14:49:02 PDT) Debra Gerard
Chancellor's Cabinet Approval *(Signature/Date)*:	Chancellor's Council Approval *(Signature/Date)*:
CSEA *(Signature/Date)*:	CSEA *(Signature/Date)*:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT **CLASS SPECIFICATION**
SANTA ANA, CALIFORNIA **Revised JULY 2012**

APPLICATIONS SPECIALIST IV

CLASS SUMMARY

Develop, administer, and integrate, District websites and advanced multi-tier computer systems. Responsible for planning, analysis, design, development, testing, implementation and maintenance of information systems. May also act as a coordinator for information systems projects including district-wide public and employee only websites and student web portal.

REPRESENTATIVE DUTIES

Project Coordination: identify scope of project; develop detailed task list and interdependencies; estimate time requirements; identify critical milestones; identify and assess risks; prepare contingency actions; coordinate project activities with project team. May setup and configure the District's Web Content Management system (WCM) server farm including user access and security. Administer both website application and SQL database servers; integrate to Active Directory Services, and assimilate into the District network infrastructure.
Planning: assess current functional organization, processes, and information systems; develop information systems model, research and evaluate new web and mobile technology, including portable devices, related products, hardware tools to optimize development and functionality of websites and applications.
Analysis: gather data to identify customer requirements; interpret and evaluate requirements; define scope of work to meet customer requirements; identify time, technology, and resource constraints; develop high level systems and functional specifications; prepare cost/benefit analysis (feasibility study), alternative options with pros & cons, and risk analysis; develop test strategy. Researches, evaluates, and recommends new software packages as needed.
Design: develop detailed design specification including website governance plans, entity relationships and business process models; identify maintenance requirements; perform feasibility studies for alternative designs; identify physical requirements for system implementation; prepare and conduct design review; identify impact on existing systems; determine deployment impact on website and users, perform usability testing and human factors analysis; develop test plan; define security requirements; develop system design prototype.
Development: create new and/or modify existing system interfaces, business rule logic, databases and environments. Write new or customize existing server web application components as well as mobile applications. Create, maintain, manage and implement WCM's branding solutions, master site collections, templates, cascading style sheets and site collections. Assists other developers and performs analyses to resolve complex project issues including analysis of technical feasibility of proposed systems solutions.

Testing: perform unit, integration, system, volume, and performance testing; perform data conversion and user acceptance testing. Implement preventative maintenance procedures for the live website environments.

Implementation: install and tune production systems, perform user training, and post-implementation assessment, and perform follow up procedures after implementation of district websites.

APPLICATIONS SPECIALIST IV cont'd

Maintenance: plan, analyze, design, develop, test, and implement system enhancements including existing Web Content Management (WCM) system functions.

ORGANIZATIONAL RELATIONSHIP

This position reports to the designated supervisor or administrator.

Desirable Qualifications Guide
Training and Experience: Bachelor's degree in Information Technology, Computer Science or related field and five years experience as programmer/analyst with systems analysis and applications design, including experience in system or database design and transaction processing, implementation of web and mobile technologies; or an equivalent combination of training and experience.

Knowledge: *Problem Definition:* problem identification techniques; information summarization and generalization techniques; detailed anomaly documentation; inquiry framing and clarification; relevancy and accuracy assessment information. *Problem Analysis:* symptom v. cause categorization; hypothesis formulation and testing; system-wide impact analysis; creative problem solving; situational application of principles. *Solutions Testing:* solution feasibility and relevance assessment; test procedure organization; data synthesis; solution integration. *Resolution Planning:* complex process organization and management; solution selection facilitation; data collection and analysis for decision making; contingency planning. *Solution Implementation:* change management processing; obstacle mitigation techniques; new process organization; outcome forecasting; technical documentation. *Fundamental Principles:* website architecture and design; server and client side programming; mobile technology applications development.

Ability: *Basic:* probe, qualify, analyzes, interpret, and summarize information; compose and edit documents for appropriate purpose and audience; convert numerical data and predicts arithmetic results; summarize, interpret, and translate mathematical data. Good oral and written communication skills. *Thinking:* develop and apply creative solutions to new situations; analyze situation and consider risks, implications, and multiple viewpoints; examine information, analyze causes, and recommend action; analyze relationship between parts and whole, and process and procedures; investigate and apply new learning techniques and tools; analyze logic and principles, and examine information for relevance and accuracy. *Personal:* Maintain effective and cooperative work environment with departmental staff, faculty, administrators and vendors. *Technical:* analyze, integrate, and compare data; analyze organization of information and convert formats; analyze system configuration, and identify strengths and limitations; administer and maintain WCM systems, develop server, client, and mobile device applications, adjust and monitor system operation, and troubleshoot system malfunction and failures; recommend system modifications and improvements; analyze task and technology relationship and recommend solutions.

Physical Requirements: Ability to use a computer workstation throughout the workday.

RANCHO SANTIAGO
Community College District
Santa Ana College • Santiago Canyon College
Information Technology Services

Current

Jesse Gonzalez
Assistant Vice Chancellor
Information Technology Services

Lynn Nevils
Executive Secretary

Adam Howard
Director Enterprise Applications Services

Pajseu Lochungvu
Manager Enterprise Applications

Michael Le
Cecilia Schultz
Applications Specialist IV

Carlos Guzman
Veni Herrera
Ciprian Mitocariu
Applications Specialist III

Vacant
Business Systems Analyst

Bay Dinh
Anas Elhadidy
Paul Hwang
Applications Specialist IV

Noelle Dassler
Michael Ward
Applications Specialist III

Vacant
Hugh Hoang
Business Systems Analyst

Dane Clacken
Director Technology Infrastructure & Support Services

Ruben Hernandez
Information Security Specialist

Ama James
Cloud Computing Specialist

Dave Heidt
Ray Maa
Network Specialist IV

Ryan Carroll
Jason Palmer
Network Specialist III

Ken Borboa
Fernando Lammoglia
Network Specialist II

Wayne Corral
Technical Specialist I

Nico Fulgencio
Help Desk Analyst

Kimberly Perna
Director Academic & End User Support Services SCC

Trini Tran
Applications Specialist IV

Jeremy Collins
Tony Lee
Technical Specialist III

Thuc Nguyen
Johnny Reyes
Vinh Tran
Technical Specialist I

Annie Jiu
Web Designer

Emmanuel Huipe
Media Systems Electronic Technician

Ron Gonzalves
Director Academic & End User Support Services SAC

Tony Carranza
Andy Le
Michael Turrentine
Technical Specialist III

Norac Lim
Solo Salas
Raul Cardenas
Technical Specialist II

Al Adame
Leif Alejandrino
Greg Asquith
Christian Lopez
Erick Lozano
Michael Nguyen
Technical Specialist I

Vacant
Media Systems Electronic Tech, Lead

Steve Avila
Andy Nguyen
Media Systems Electronic Technician

RANCHO SANTIAGO
Community College District
Santa Ana College • Santiago Canyon College
Information Technology Services

Proposed

Jesse Gonzalez
Assistant Vice Chancellor
Information Technology Services

Lynn Nevils
Executive Secretary

Adam Howard
Director Enterprise Applications Services

Pajseu Lochungvu
Manager Enterprise Applications

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Technical Specialist I

Vacant
Media Systems Electronic Tech, Lead

Steve Avila
Andy Nguyen
Media Systems Electronic Technician

RSCCD 2024-2025 Cost of Position

COST OF NEW POSITION - CLASSIFIED CONTRACT

APPLICATIONS SPECIALIST IV			
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
22/Step3	$ 10,942.340	12	$ 131,308.08

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	26.680%	35,033.00	
SOCIAL SECURITY	6.200%	8,141.10	
MEDICARE	1.450%	1,903.97	
UNEMPLOYMENT	0.050%	65.65	
WORKERS COMP	1.500%	1,969.62	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	**35.880%**	**$ 47,113.34**	**$ 47,113.34**
TOTAL SALARY & BENEFIT COST			**$ 178,421.42**

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		1,500.00	
SOCIAL SECURITY	6.200%	93.00	
MEDICARE	1.450%	21.75	
UNEMPLOYMENT	0.050%	0.75	
WORKERS COMP	1.500%	22.50	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	$ 1,638.00	**$ 1,638.00**

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR $50,000 minimum)			
(Annual Life Insurance X $0.075/1000 X 12 Months)	$ 131,308.08	118.18	
MEDICAL INSURANCE (see below)		22,190.66	
TOTAL INSURANCE COST		22,308.84	**$ 22,308.84**

TOTAL COST OF POSITION	**$ 202,368.26**

BENEFITS =	$ 71,060.18	
BENEFIT COST AS A PERCENT OF CONTRACT =		**54.12%**

CSEA	Max	36,449.16	22,190.66	AVERAGE

NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE SS FOR H&W

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

REORGANIZATION REQUEST FORM

Number # 1471
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: Human Resources

Manager/Supervisor: Alistair Winter

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
N/A	Principal Human Resources Analyst

Current annual salary/benefits cost $_____ Proposed annual salary/benefits cost $ $208,131.02

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS ☑ RESTRICTED FUNDS ☐

Source of funding (account numbers): 11-0000-673000-53110-2110

(Attach necessary budget change forms)

Reason for reorganization:

It was approved at POE on 06/25/25. The justification and duties for this position are as follows: ADA, Interactive Process, Overseeing FT Faculty desk, Employee Relations, Grievance Management, Contract Interpretation, and Professional Development.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No ☑ Yes ☐ If yes, please explain below.

Does this change affect more than one department/division? No ☑ Yes ☐ If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts *(highlighting all positions affected. both current and proposed)* with this form.

Submitted by *(District Cabinet Member)*: Kristin Olson (Jul 17, 2025 16:50 PDT) Date: _____

SIGNATURES AND/OR REVIEW DATES	
Human Resources *(Signature/Date)*: Alistair Winter (Jul 22, 2025 08:35 PDT)	Business Operations & Fiscal Services *(Signature/Date)*: Adam O'Connor (Jul 22, 2025 09:23 PDT) TN
	Resource Development *(Signature/Date – Only for Restricted Funds)*
COLLEGE POSITIONS	**DISTRICT POSITIONS**
President's Council Approval *(Signature/Date)*:	Chancellor's Cabinet Approval *(Signature/Date)*: Marvin Martinez (Aug 25, 2025 14:49:30 PDT) Debra Gerard
Chancellor's Cabinet Approval *(Signature/Date)*:	Chancellor's Council Approval *(Signature/Date)*:
CSEA *(Signature/Date)*:	CSEA *(Signature/Date)*:

Debra Gerard

Thao Nguyen (Jul 22, 2025 08:42 PDT)

RANCHO SANTIAGO
Community College District

Building the future through quality education

2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • www.rsccd.edu
Santa Ana College • Santiago Canyon College

PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

AGENDA

Wednesday, June 25, 2025, 3:30 pm – 5:00 pm
https://rsccd-edu.zoom.us/j/88439883333 OR dial 1-669-444-9171 / 884 3988 3333#

I. CALL TO ORDER

II. *APPROVAL OF MINUTES – ACTION
a. May 28, 2025, regular meeting

III. DISTRICT COUNCIL - Information
a. Previous meeting: Monday, June 2, 2025
b. Next meeting: Monday, July 21, 2025

IV. 2025-26 REQUESTS FOR RESOURCE ALLOCATION – ACTION
a. *Business Services
1. District Safety Officers, Senior Armed (1)
b. *Educational Services
1. Applications Specialist IV
c. *Human Resources
1. Principal Human Resources Analyst

V. *PROPOSED CHANGES TO PLANNING DESIGN MANUAL - FINAL READING – ACTION

VI. *UPDATE TO BOARD POLICY AND ADMINISTRATIVE REGULATION PROCESS – DISCUSSION / ACTION

VII. *GRANT DEVELOPMENT SCHEDULE – Information
a. New Resource Development Initiatives

VIII. OTHER

NEXT MEETING: ***(tentative) Wednesday, July 23, 2025, 3:30 pm -virtual by Zoom***

**attachment provided*

POE COMMITTEE MEMBERS:
Dr. Maria Aguilar Beltran • Matthew Beyersdorf • Litzy Chevez • Claire Coyne • Tara Kubicka-Miller • Valerie Lopez • Dr. Daniel Martinez • Veronica Munoz • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Roxana Pleitez • Craig Rutan

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PLANNING AND ORGANIZATIONAL EFFECTIVENESS COMMITTEE

POE is the district-level planning and accreditation oversight and coordinating committee that makes recommendations to District

MINUTES

Wednesday, June 25, 2025, 3:30 pm – 5:00 pm

I. CALL TO ORDER

Mr. Perez called the meeting to order at 3:35 pm.
Members present: Susan Hoang for Dr. Maria Aguilar Beltran • Litzy Chevez • Claire Coyne • Tara Kubicka-Miller • Valerie Lopez • Dr. Daniel Martinez • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan
Guests: Iris, Ingram, Chief Mike Jensen, Dr. Jeannie Kim and Chi-Chung Keung, Jesse Gonzalez, Joe Melendez, Dr. Annebelle Nery, Kristin Olson, and Dave Waters.
Patricia Duenez present as record keeper.

II. *APPROVAL OF MINUTES – ACTION

a. May 28, 2025, regular meeting
It was moved by Mr. O'Connor; seconded by Ms. Pham with abstention from Ms. Hoang, to approve the May 28, 2025, minutes.

III. DISTRICT COUNCIL - Information

a. Previous meeting: Monday, June 2, 2025
b. Next meeting: Monday, July 21, 2025

IV. 2025-26 REQUESTS FOR RESOURCE ALLOCATION – ACTION

Ms. Kubicka-Miller and Dr. Jason Parks arrived at this time.

a. *Business Services

1. District Safety Officers, Senior Armed (1)
It was moved by Ms. Pham; seconded by Mr. O'Connor to approve the District Safety Officer, Senior Armed position. Discussion ensued. The motion carried with the following vote: Susan Hoang for Dr. Maria Aguilar Beltran • Litzy Chevez • Claire Coyne • Tara Kubicka-Miller • Valerie Lopez • Dr. Daniel Martinez • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan

b. *Educational Services

1. Applications Specialist IV
It was moved by Ms. Pham; seconded by Ms. Coyne to approve the Applications Specialist IV position. Discussion ensued. The motion carried with the following vote: Susan Hoang for Dr. Maria Aguilar Beltran • Litzy Chevez • Claire Coyne • Tara Kubicka-Miller • Valerie Lopez • Dr. Daniel Martinez • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan

c. *Human Resources

1. Principal Human Resources Analyst

It was moved by Ms. Coyne; seconded by Ms. Pham to approve the Principal Human Resources Analyst position. Discussion ensued. The motion carried with the following vote: Susan Hoang for Dr. Maria Aguilar Beltran • Litzy Chevez • Claire Coyne • Tara Kubicka-Miller • Valerie Lopez • Dr. Daniel Martinez • Adam O'Connor • Dr. Jason Parks • Enrique Perez • Nga Pham • Craig Rutan

V. *PROPOSED CHANGES TO PLANNING DESIGN MANUAL - FINAL READING – ACTION

Mr. Perez reported on item V. Due to further changes needed, item V is being moved to the August 27, 2025, meeting agenda as an action item. No action was taken.

VI. *UPDATE TO BOARD POLICY AND ADMINISTRATIVE REGULATION PROCESS – DISCUSSION / ACTION

Mr. Perez reported on updates to BP/AR process. Discussion ensued; recommendations made to language and typos were identified.

It was suggested an annual or 'Review Cycle' of the BP/AR Process be done, even if no changes are needed, as part of the roles and responsibilities of Governance Committees and that constituent groups affected by BP/AR's be consulted in some way.

Mr. Perez will connect with Ms. Coyne on suggested revisions and will connect with Dr. Nery and VC Ingram thereafter.

Item VI will be placed on the August 27, 2025, meeting agenda as an action item. No action was taken.

VII. *GRANT DEVELOPMENT SCHEDULE – Information

a. New Resource Development Initiatives

VIII. OTHER

Ms. Claire thanked and wished SAC student representative Ms. Chevez well, as this is her last POE Committee meeting. Other POE Committee members also wished her well on her transfer to a Cal State University.

Ms. Lopez reported she will attend the August meeting as interim SCC student representative, and a permanent representative will be identified by September.

Next meeting: The next meeting will be held on Wednesday, August 27, 2025. No meeting will be held in July.

Meeting adjourned at 4:11 pm.

Approved: August 27, 2025

**attachment provided*

RSCCD 2025-2026 Cost of Position

COST OF NEW POSITION -MANAGEMENT CONFIDENTIAL CONTRACT

POSITION TITLE	Principal HR Analyst		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade I/Step 4	$ 10,925.488	12	$ 131,105.86

using 2024-2025 MGMT salary schedue board approved September 28, 2022

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	27.400%	35,923.01	
SOCIAL SECURITY	6.200%	8,128.56	
MEDICARE	1.450%	1,901.03	
UNEMPLOYMENT	0.050%	65.55	
WORKERS COMP	1.500%	1,966.59	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL TAX & BENEFIT COST	**36.600%**	**$ 47,984.74**	**$ 47,984.74**
TOTAL SALARY & BENEFIT COST			**$ 179,090.60**

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		3,320.00	
SOCIAL SECURITY	6.200%	205.84	
MEDICARE	1.450%	48.14	
UNEMPLOYMENT	0.050%	1.66	
WORKERS COMP	1.500%	49.80	
ACTIVE RET. INS. COST	0.000%	-	
TOTAL FRINGE BENEFIT COST	9.200%	$ 3,625.44	**$ 3,625.44**

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR $50,000 minimum)			
(Annual Life Insurance X $0.075/1000 X 12 Months)	$ 131,105.86	118.00	
MEDICAL INSURANCE (see below)		25,296.98	
TOTAL INSURANCE COST		25,414.98	**$ 25,414.98**

TOTAL COST OF POSITION	**$ 208,131.02**

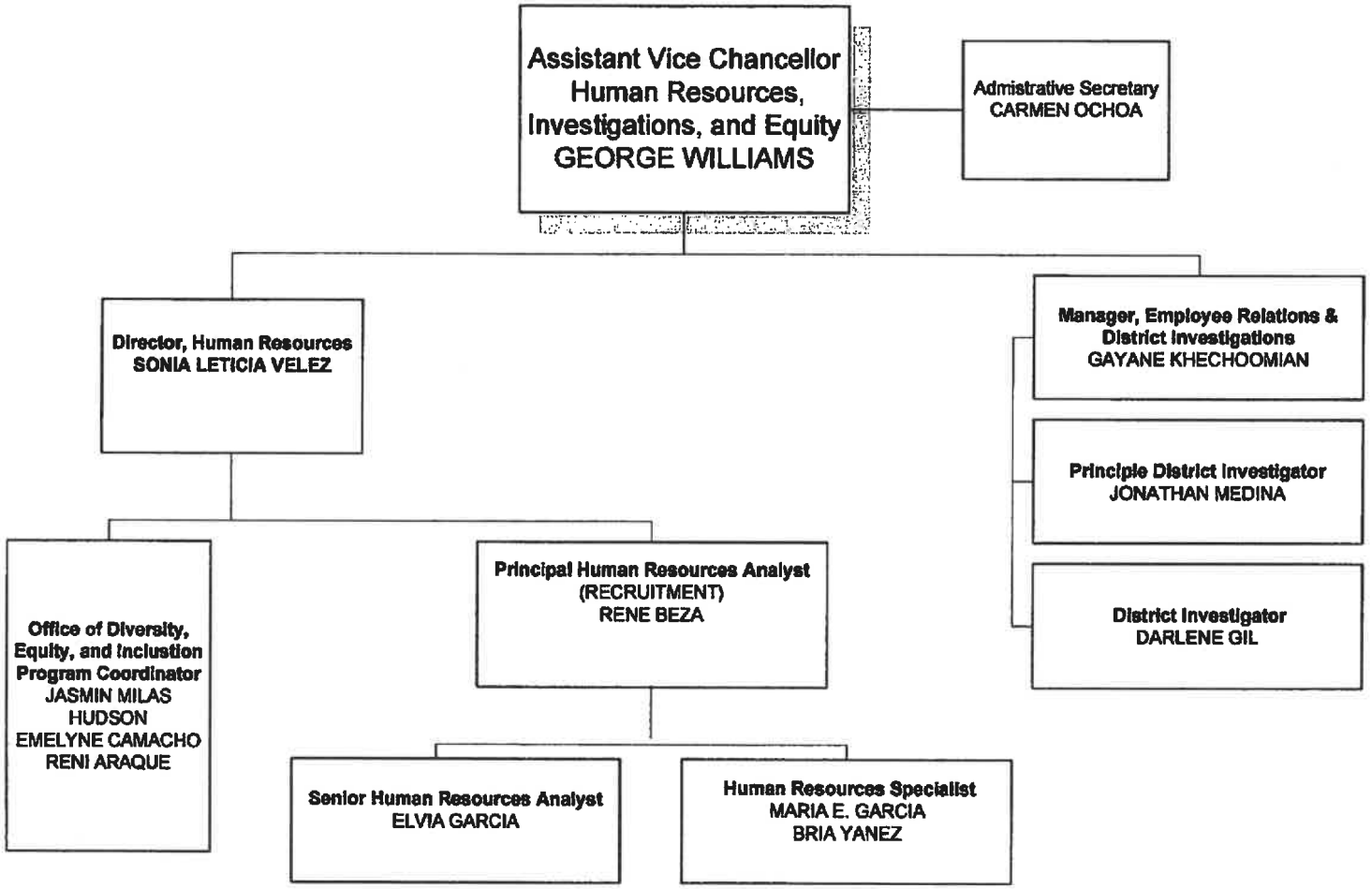
BENEFITS =	**$ 77,025.16**
BENEFIT COST AS A PERCENT OF CONTRACT =	**58.75%**

Admn., Superv/Mang. & Conf.	**Max**	**45,220.68**	**25,296.98**	**AVERAGE**

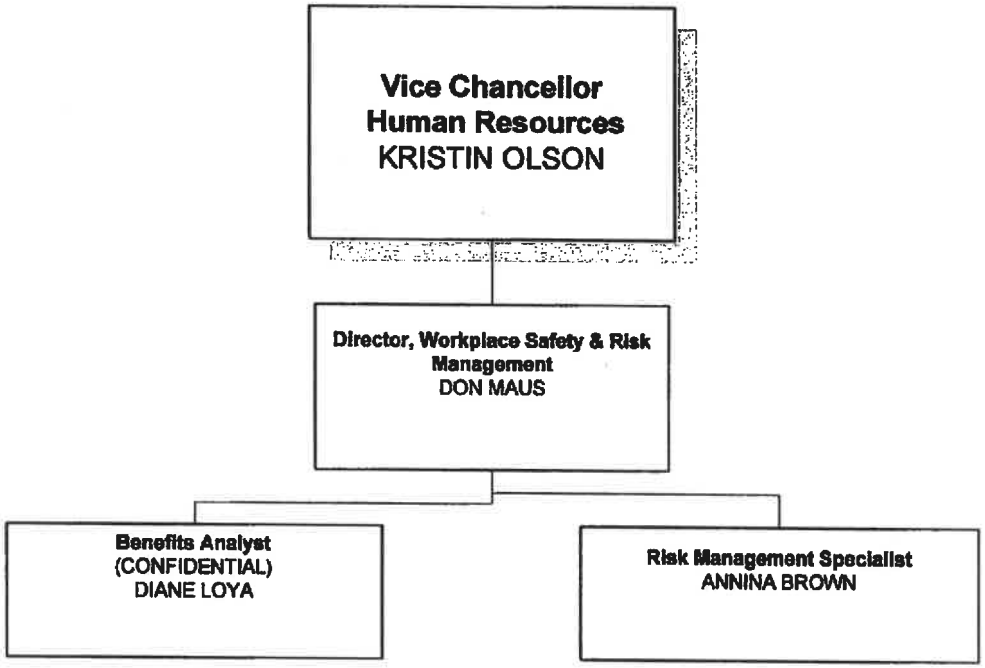
NOTE: WHEN CALCULATING A VACANT POSITION PLEASE USE AVERAGE $S FOR H&W

CURRENT

Rancho Santiago Community College District
HUMAN RESOURCES, INVESTIGATIONS, AND EQUITY

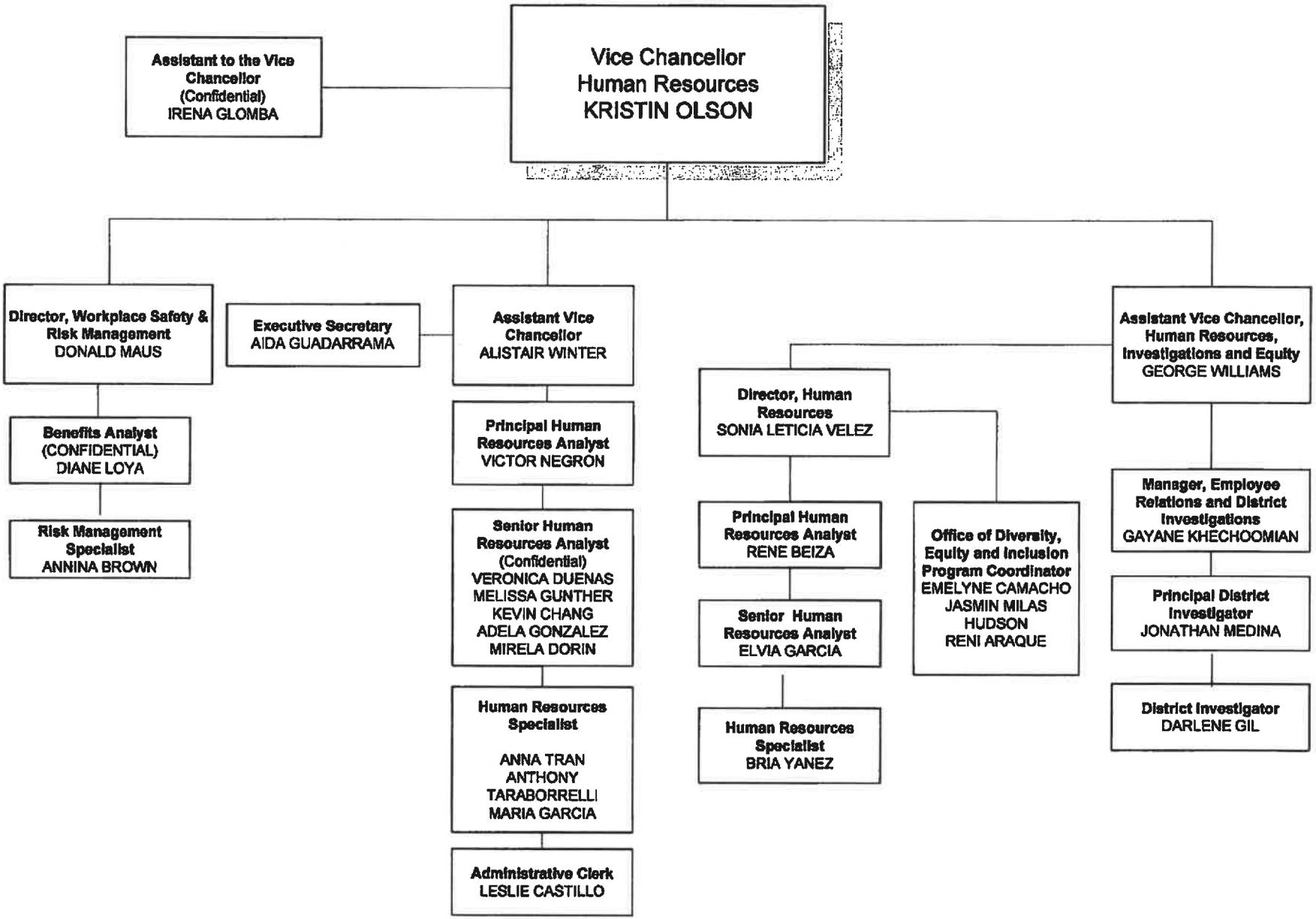


Rancho Santiago Community College District
RISK MANAGEMENT



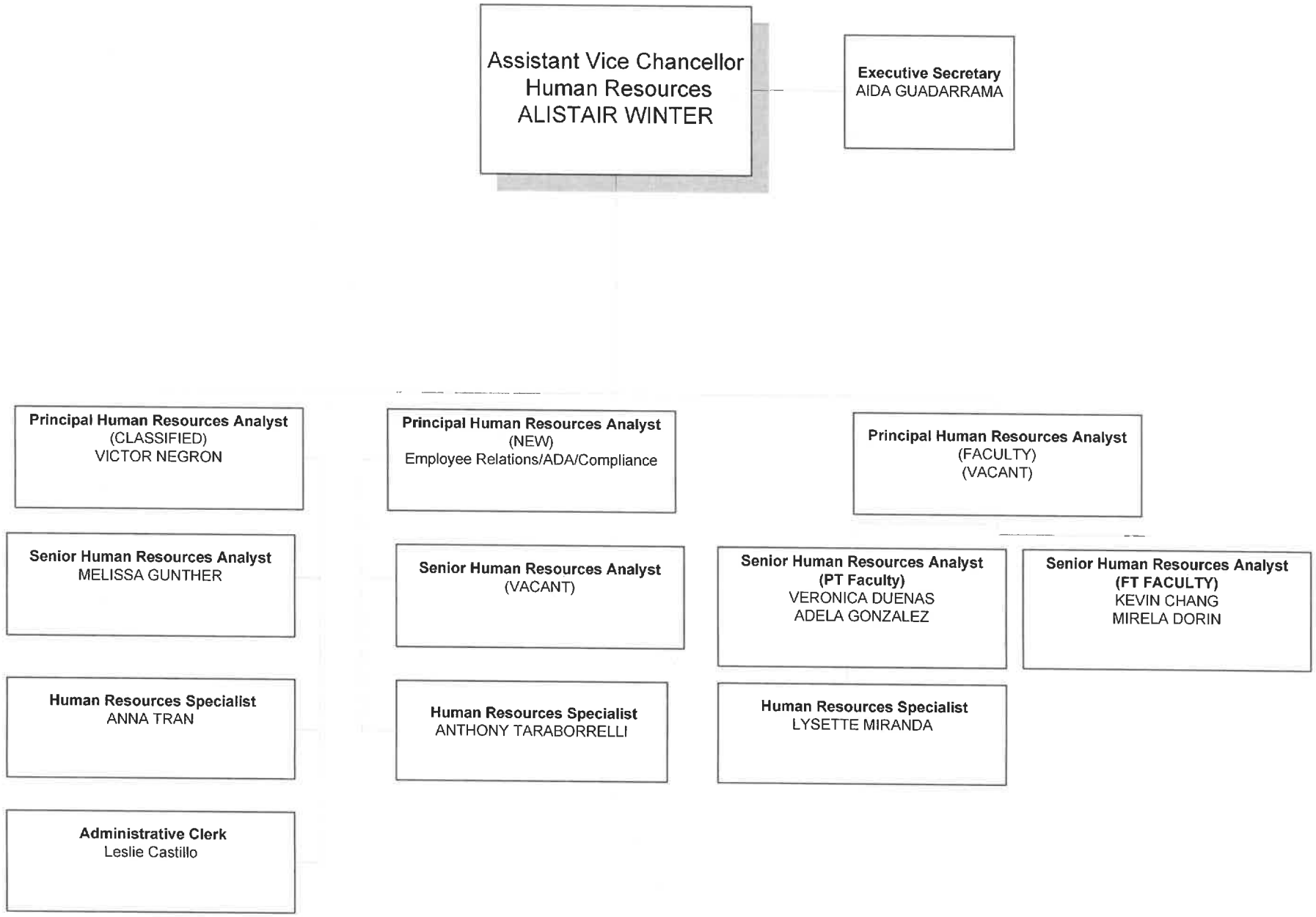
CURRENT

Rancho Santiago Community College District
HUMAN RESOURCES DEPARTMENT



PROPOSED

Rancho Santiago Community College District
HUMAN RESOURCES



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED SEPTEMBER 2024
GRADE LEVEL I

PRINCIPAL HUMAN RESOURCES ANALYST

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The Principal Human Resources Analyst is distinguished from other journey-level positions by the nature, responsibility, analysis, complexity, and technicality of the work and by internal and external stakeholder interactions and serves as a leader in making independent analysis, for the solution of people and culture related issues. The Principal Human Resources Analyst reports and performs their duties under the general supervision of the designated supervisor. An incumbent may supervise and participate in a variety of professional-level human resources management functions depending on department need, such as: recruitment, classification and compensation, compliance, performance, discipline, and professional development programs. This position is distinguished from Human Resources Analyst in that an incumbent in the later class performs a variety of professional, technical, and analytical assignments related to human resources administration. Principal Human Resources Analyst may provide lead work direction and training to assigned staff as needed.

REPRESENTATIVE DUTIES

1. Leads high-level human resources projects including but not limited to data analytics, classification/compensation studies, total rewards, improvement audits, human resources information systems and employee records.
2. Assists in the development and implementation of policies, practices, programs, and procedures for human resources.
3. Interprets and applies policies, procedures, regulations, memorandum of understandings, and collective bargaining agreements.
4. Prepares, maintains and analyzes confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.
5. Innovates as a system administrator for modern technology utilizing analysis, enhancement, creation, revision, and maintenance of features, reports, communication and documentation
6. Interprets, guides and assures compliance with county, state and federal regulations and guidelines concerning employment and human resource administration.
7. Establishes and implements multi-stakeholder onboarding programs and employee lifecycle programs.
8. Collaborates in collective bargaining agreements and labor management meetings as needed.
9. Researches and prepares highly complex statistical and narrative reports on a variety of data.
10. Prepares employee, collective bargaining, confidential and other employee files, surveys, marketing trends, salary and classification comparative data, and other related information.
11. Develops and implements highly complex new and comprehensive department operating procedures methods and systems for procedural/process improvement and in accordance with legal and contract changes.
12. May plan, design, develop, deliver, and evaluate various professional development and training programs to address institutional, departmental, and individual training needs for faculty, management, staff, and student employees.
13. Advises on budget and technology to ensure strategic alignment with districtwide resources.
14. Examines and proposes improved process designs to define the future of how our organization can uplift its workforce across all divisions and roles.
15. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.
16. Brings to life new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.
17. Partners closely with peers and stakeholders across the District to assess existing human resources programs, processes, and practices, and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.

PRINCIPAL HUMAN RESOURCES ANALYST

JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONT'D)

REPRESENTATIVE DUTIES (CONT'D)

18. Monitors and informs on legislative changes relevant to human resources.
19. Creates and maintains an active record-keeping system that records, monitors, and keeps current all relevant documents.
20. 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.
21. Supervises and evaluates assigned staff; establishes performance requirements and professional development targets for assigned staff; regularly monitors performance and provides coaching and development.
22. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing human resources support in a multi-stakeholder organization across multiple locations.
2. Proven ability to define, influence, refine and implement processes, procedures, and policies.
3. Applicable sections of California Education Code, Title 5, The Educational Employment Relations Act (EERA) of 1976, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs and its integration with a full-scale comprehensive people and culture programs.
5. Project management, the ability to track and manage complex processes.
6. High level of stakeholder service-centricity and organizational empathy.
7. Principles and practices of effective management and supervision.
8. Proven practices and strategies for major functional areas to enhance the efficiency and quality of our recruitment and retention tools and processes.
9. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
10. Software, including case management software, such as, Advocate/Maxient, and Human Resources management software, such as, Ellucian Banner/Colleague, Workday, and other related project management software, case management, and related HRIS/Human Resource software.
11. High degree of business insight; results-oriented with an ability to work independently.
12. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
2. Analyze and strategize with metrics to guide strategy.
3. Exhibit strong analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
4. Respond to change with strategy and innovation.
5. Display strong analytical capabilities and a process improvement mentality.
6. Innovate on software packages for recruitment, personnel, spreadsheets and databases.
7. Collaborate and influence strategically in both small and large teams, cross-functional environments.

PRINCIPAL HUMAN RESOURCES ANALYST

JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONT'D)

KNOWLEDGE AND ABILITIES (CONT'D)

8. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.
9. Exhibit strong business and financial acumen with the ability to understand shareholder value and relevant business models, and how to translate these into human resources initiatives.
10. Show success utilizing employee attraction, engagement, and retention strategies.
11. Gather and analyze data, reason logically and draw valid conclusions.
12. Analyze situations and make appropriate decisions and/or recommendations.
13. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.
14. Clearly communicate ideas and recommendations.
15. Write clear, comprehensive and concise reports.
16. Work with and provide direction to other employees in the completion of the day-to-daywork.
17. Excel in an ever-changing environment using an ambitious mindset.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Masters/Doctorate Degree from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

Board Approved: September 9, 2024

Signature:

Email: winter_alistair@rsccd.edu