



LAKE TAHOE COMMUNITY COLLEGE DISTRICT

POSITION ANNOUNCEMENT

HUMAN RESOURCES ASSISTANT

Lake Tahoe Community College District announces an opportunity to work part time (28 hours a week) in the Human Resources department. Under the direction of the Chief Human Resources Officer, perform a variety of complex clerical functions in support of the human resources department, including assisting in recruiting, interviewing and new employee processing. Maintain personnel records and files for current district employees. Act as receptionist for the Human Resources department.

Hours are expected to be Monday-Friday, generally within the hours of 8 am to 5 pm; however, hours may vary according to the needs of the department. The Human Resources Assistant provides clerical support functions for the Human Resources Department.

A. APPLICATION PROCEDURE

Send the following materials to Human Resources:

1. District Application Form. (The job packet is available on our website at www.ltcc.edu/jobs.)
2. Cover letter
3. Resume
4. Demographic Survey (optional)

Note: The District will only consider materials listed above in the selection process, any additions to the application packet will be discarded.

Applicants may be required to submit official transcripts upon offer of employment. Every effort should be made in the application to demonstrate the applicant's ability to meet the qualifications listed for the position.

DEADLINE FOR APPLICATIONS

All applications must be received by **Monday, March 27, 2017 at noon** to be considered for this opening. LTCC reserves the right to reopen the position or extend the deadline if an adequate applicant pool is not received.

B. SELECTION PROCEDURE

After reviewing applications, those applicants judged most suitable for the position will be invited to initial interviews. These applicants will be notified by phone on or about **Wednesday March 29, 2017**. Interviews are tentatively scheduled for **Wednesday April 5, 2017**. Meeting the minimum requirements does not guarantee an interview.

START DATE

Preferred start date is May 1, 2017, or as soon as mutually agreed.

C. COMPENSATION

Starting Salary: \$15.51 to \$17.12 hourly

Salary will be based upon approved range 20 and step placement subject to experience and education.

The District provides membership in the Public Employees Retirement System (PERS).

D. THE COLLEGE

Lake Tahoe Community College (LTCC) is an evolving, dynamic, California community college in South Lake Tahoe. The waters and surrounding forests of Lake Tahoe are a national treasure, and the LTCC campus, featuring 164-forested and creekside acres, is a microcosm of the region's natural beauty. Located 6,229 feet above sea level, LTCC is Northern California's highest altitude college. This enthusiastic college community serves students from the bi-state, multi-jurisdictional watershed, including students from neighboring Nevada communities.

The progress and stability of Lake Tahoe Community College are rooted in an institutional commitment to student success and constant efforts to realize opportunities related to the region's unique geography and history. LTCC currently offers 21 associate in arts degrees, 13 transfer degrees (AA-T and AS-T), 32 certificates, and 21 short-term departmental certificates. Students planning to transfer to a four-year university have a wide variety of options, as LTCC offers the equivalent of the first two years of a four-year university program. In addition to the quality programs for traditional students, LTCC has expanded its career and technical education offerings and innovative summer programs. The Intensive Spanish Summer Institute (ISSI) draws approximately 500 students from across the United States for a one-week immersion experience in Spanish language and culture. LTCC's regionally accredited Fire Academy prepares students for Firefighter I certification in California.

SOUTH LAKE TAHOE COMMUNITY AND AREA

Outdoor recreation is central to the culture and economy of South Lake Tahoe, home to a year-round, residential population of about 24,000. World-class winter skiing, summer mountain biking, hiking, camping, watersports and fishing as well as concerts, sporting events, and entertainment draw state, national, and international tourists/visitors. Students are only minutes away from 3 of the 14 ski resorts located around the lake. The sun shines an average of 249 days each year, giving students plenty of opportunities to get out and explore the Sierra Nevadas.

E. LAKE TAHOE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

F. SPECIAL ACCOMMODATIONS

If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please call the office Human Resources at 530-541-4660, ext. 226.

NOTE: All persons hired by Lake Tahoe Community College are required to prove employment eligibility in compliance with the Immigration Reform and Control Act of 1986, obtain a current tuberculosis clearance and submit to a criminal history background check prior to beginning work.

SEND ALL INFORMATION AND INQUIRIES REGARDING THE HIRING PROCESS TO:

Human Resources
Lake Tahoe Community College District
One College Drive, South Lake Tahoe, CA 96150
(530) 541-4660, ext. 226; *FAX: (530) 541-8611*
humanresources@ltcc.edu

All inquiries are considered confidential.



CLASSIFIED EMPLOYMENT INFORMATION

1. A completed District application form must be submitted for each position. To ensure being considered for a classified position with Lake Tahoe Community College, candidates must submit all materials requested in the vacancy announcement by the deadline date. Submission of requested materials is the candidate's responsibility.
2. Candidates wishing to apply for more than one position must submit duplicated materials for each position.
3. If a particular test is being given for the position, you will be notified of the testing time and place.
4. Interviews are held on the campus where the position is located. A second interview may be required of top candidates.
5. In the interview, consideration will be given to various factors, including, but not limited to, education, experience, personal development, ability to work with others, initiative and sensitivity.
6. Travel costs related to the interview or testing will be at the expense of the candidate.
7. The District reserves the right to investigate past employment records of any candidate.
8. The District reserves the right to re-advertise a position or to delay indefinitely the employment of a person for a position if it is deemed by the District that applicants for the position do not constitute an adequate affirmative action recruitment pool.
9. Applicants will be notified when the position is filled. The District does not return to the candidate materials submitted an application for the position. Applications are kept in our file for a period of one year.
10. As required by the Affirmative Action policy of Lake Tahoe Community College District, the Human Resources Department is required to maintain a file that will yield the composition of the applicant flow by minority group and sex. A form will be provided for this purpose. Completing and returning the form is on a voluntary basis by the candidate. If returned, the form will be kept separate from the application and placed in an Applicant Flow File. This information will not be used as a part of our screening process.
11. Lake Tahoe Community College District is an Equal Employment Opportunity Employer.

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

Human Resources Assistant

Class Title: Human Resources Assistant
Bargaining Unit: Classified Employee Union
Range: 20

Definition:

Under the direction of the Chief Human Resources Officer, perform a variety of complex clerical functions in support of the human resources department, including assisting in recruiting, interviewing and new employee processing. Maintain personnel records and files for current district employees. Act as receptionist for the Human Resources department.

Distinguishing Characteristics:

The Human Resources Assistant provides clerical support functions for the Human Resources Department. It differs from other clerical support by the human resource duties assigned.

Representative Duties:

- ❖ Receive and screen telephone calls, visitors and applicants; answer inquiries regarding job openings, and application procedures; provide information regarding benefits, policies and procedures; receive payroll papers; follow up on missing or incomplete information; schedule meetings; receive, open and route office mail; represent the college and the Human Resources department to potential applicants, current employees and the public in a professional manner.
- ❖ Develop and prepare draft job announcements; create hiring timelines for classified and faculty positions utilizing established procedures; obtain approval from appropriate authority; post job openings to internet job sites; maintain human resources section of college web site; plan and distribute recruitment mailings to community colleges and diversity organizations; maintain supply of current applications.
- ❖ Process job applications; review for completeness; screen faculty applications for minimum qualifications; send notices to applicants; prepare screening sheets for selection committees; assist with screening process for faculty committees; make copies of applications; set up committee meetings; gather statistical data regarding Equal Employment Opportunity; prepare reports summarizing results; prepare communications to applicants not chosen for interview; create and maintain accurate records of hiring process.
- ❖ Assist departments with scheduling interviews; order travel stipends for applicants; make arrangements for interviews; schedule rooms; distribute interview information packets; maintain confidentiality of interview process; follow up on tasks assigned to other people; prepare orientation packets for new employees.
- ❖ Maintain evaluation schedule for regular classified staff; send notifications to supervisors when evaluations are due; process returned evaluations; verify evaluations are signed and complete; maintain computer record of classified and faculty evaluations; maintain classified job descriptions; organize and maintain records and personnel files; keep accurate log of fingerprinting forms for new employees; process incoming criminal offender record information; maintain record of clearances; maintain confidentiality of information; and perform other duties as assigned.

Employment Standards:

Knowledge of:

- ❖ Modern office practices, procedures and equipment.

- ❖ Reception and telephone etiquette and techniques.
- ❖ General clerical and record-keeping techniques.
- ❖ Basic letter and report writing practices.
- ❖ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ❖ District policies and procedures affecting assigned work.

Ability to:

- ❖ Interpret and apply human resources policies and procedures.
- ❖ Operate a variety of standard office equipment including a computer and related software.
- ❖ Make arithmetic calculations with speed and accuracy.
- ❖ Understand and follow oral and written directions.
- ❖ Communicate effectively both orally and in writing.
- ❖ Learn and apply the rules and regulations of the human resource office.
- ❖ Gather information from a variety of sources and prepare summary reports.
- ❖ Work cooperatively with others.
- ❖ Establish and maintain cooperative relationships with those contacted in the course of work.
- ❖ Plan and prioritize work.

Education and Experience:

- ❖ Any combination equivalent to: graduation from high school and two years of general clerical experience involving extensive public contact.

Additional Requirement (Licensure/Certification):

- ❖ No additional requirement

Supervision:

- ❖ Direction received from the Chief Human Resources Officer.

LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT

1. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

2. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

3. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

4. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

5. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do ***not*** wish us to contact: _____

MILITARY SERVICE RECORD

Were you in the Armed Forces? _____ If yes, what Branch? _____ Rank _____

REFERENCES

Please list persons who have recent knowledge of your professional qualifications.

NAME	TITLE/COMPANY	PHONE
1.		
2.		
3.		

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

Signature of Applicant

**AN EQUAL OPPORTUNITY
EMPLOYER**

**Lake Tahoe Community College
Demographic Survey (Confidential)**

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:		Position Applied For:	
Date:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes <i>If yes, please call Human Resources at (530) 541-4660, ext. 226.</i>		*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.	
Heritage:	<input type="checkbox"/> Asian excluding Filipino: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Filipino: All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> Hispanic (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Native American: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> Pacific Islander: All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group. <input type="checkbox"/> White/Caucasian (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> Other foreign national (please specify): <input type="checkbox"/> Decline to state		
Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident		

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication: Tahoe Tribune; Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150