

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Jose Torres, Vice Chancellor

FROM: Kristina Hannon, Director of Human Resources

PREPARED BY: Kristina Hannon, Director of Human Resources

DATE: August 15, 2017

SUBJECT: Working out of class Assignment

It is recommended that Karla Zaragoza be approved to work out of class as a Human Resources and Employee Relations Analyst, Confidential Salary Schedule, Range 5, Step B, \$5,901.28 annually, effective August 21, 2017, through April 30, 2018, paid for by IEPI. This position will be used to identify Human Resources Objectives; 1) Codify processes/procedures for which conflicting information is received; 2) Ground up review and revision of HR BPs/APs; 3) Clarify organizational structure and how HR serves, interacts and relates to colleges.

This position will provide administrative support in reviewing laws and regulations pertaining to human resources, analyze and make recommendations for District policies, contracts and other regulations, assist in hiring, participating in employment interviews, orientation and training, draft policies and procedures, facilitate and coordinate the HRIS program, assist in reporting data for Management Information System (MIS), and assist with job analysis, classification and compensation studies.