

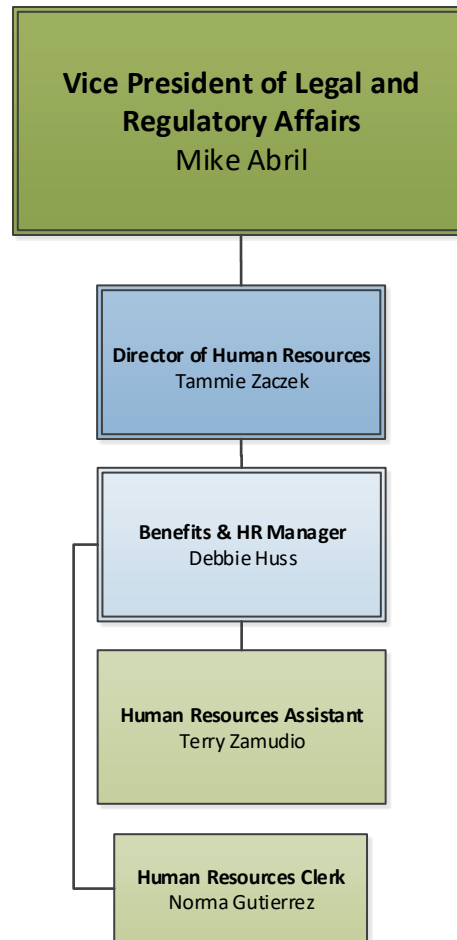
Exhibit IIIA.1


Organizational Chart and Job Descriptions for Human Resources



ORGANIZATIONAL CHART

Human Resources



-  Leadership Position
-  Management Position
-  Supervisory Position
-  Nonsupervisory Position

Central Administrative Office Positions

San Joaquin Valley College
Job Description

Job Title: Vice President of Legal and Regulatory Affairs

Department: Legal and Regulatory Affairs

Reports To: CEO

Classification: Full-time, Exempt

Summary: Vice President of Legal and Regulatory Affairs

Essential Duties and Responsibilities:

- Serves as the Chief Legal Officer overseeing all legal operations of the Company
- Monitors all litigation involving the Company, including actions against shareholders, directors, officers, and employees related to Company matters, and in such capacity, coordinates all litigation with the assistance of the V.P of Administration and the Director of Human Resources
- Reviews agreements and prepares transactional documents as requested by Senior Management
- Works with CFO in assessing risk management strategies and makes recommendations to the CEO regarding risk management products
- Assists in answering any and all questions related to legal matters
- Participates in the team assigned to negotiate, review due diligence, and consummate all merger and acquisition transactions
- Serves as a member of Senior Management and participates in Senior Management meetings
- Coordinates the legal affairs of companies and outside investments of the Perry families, including Perry Enterprises, Perry Brother Enterprises, and Air Perry
- Supervises support personnel (e.g. paralegal) if assigned
- Performs other duties as assigned

Supervisory Responsibilities: If and when approved, manages support personnel such as a paralegal/administrative assistant. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills -Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; present numerical data effectively; able to read and interpret written information.

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Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Inspires respect and trust.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegate work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies employee and student feedback; fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

Business Acumen – Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

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Dependability – Follow instructions, responds to Board of Directors' direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person of an alternate plan.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Juris Doctorate (J.D.) or equivalent from an American Bar Association or California State Bar accredited law school; ten(10) years' experience in private law practice and/or corporate law departments; member of the California State Bar.

Language Skills – Ability to read, analyze and interpret federal and state statutes, regulations, case law, financial reports and legal documents; ability to respond to common inquiries or complaints from employees, regulatory agencies, or members of the business community; ability to prepare agreements, presentations, and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, and/or board of directors.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, and Outlook; computerized legal research systems, such as Westlaw or Lexis; software utilized by Senior Management, including Meeting Workspace and Project Central; and cloud servers, such as box.net and dropbox.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some travel may be required.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Director of Human Resources
Department: Administration
Reports To: Vice President of Administration
Classification: Full-time, Exempt

Summary: The Director of Human Resources has three primary areas of responsibility; oversight of personnel policies and practices, employee training and benefits administration. The incumbent will have a close working relationship with the Director of each campus in the College system, and work with them to provide technical support and assistance to the campus Administrative Assistant.

Essential Duties and Responsibilities:

- Completes analysis of job titles; generates job descriptions
- Oversees performance evaluations including disciplinary action; related to these functions is maintenance of the HR database, report generation, data analysis, identifying and responding to trends and variances
- Assures College policies, procedures and practices and the documents, handbooks and forms that communicate and support them are in compliance with all applicable laws and regulations
- Oversees and conducts routine audits to assure there is consistency in application of all applicable laws, regulations and policies
- Oversees management of all applicable employee leaves; FMLA, CFRA, WC, PDL (FEHA), personal, compassion and military
- Handles resolution of employee disputes and formal complaints
- Conducts on-going training to senior management, middle management and the general employee population
- Oversees the assurance that College benefits are administered uniformly; related to this function are: administration of 401k Profit Sharing Plan, health, dental, vision and life insurance plans; processing employee and student accident reports, and review of worker's compensation claims

Supervisory Responsibilities: Directly supervises one supervisory employee and two non-supervisory employees in the Human Resources Department, co-directs one non-supervisor employee in the Receptionist Department and indirectly supervises up to five Administrative Assistants, one from each campus. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional employee and student situations; responds promptly to employee and student needs; solicits employee and student feedback to improve service; responds to requests for assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balance team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Inspires respect and trust.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegates work assignments; matches responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities.

Leadership – Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions; aligns work with strategic goals.

Cost Consciousness – Works within approved budget; conserves organizational resources.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds diverse workforce.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to Board of Directors' direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person of an alternate plan.

Initiative – Undertakes self-development activities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Bachelor's degree (B.A.) preferred from four-year college or university; or 2 years related experience and/or training; experience may be substituted to meet education requirement.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ration, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; and master proprietary software used in marketing and student records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Benefits and Human Resources Manager
Department: Human Resources
Reports To: Director of Human Resources
Classification: Full-time, Exempt

Summary: The Benefits and Human Resources Manager performs a variety of support activities of a responsible and confidential nature. This position requires autonomy in the performance of daily activities, attention to detail, a high-level of accuracy and the ability to identify and appropriately respond to variables. The incumbent will have a close working relationship with the Director of each campus in the College system, and work with them to provide technical support and assistance to the campus Administrative Assistant.

Essential Duties and Responsibilities:

New Hire / Personnel Records

- Ensures the College maintains compliant personnel records and abides by College policy/procedure and State/Federal laws by providing adequate training and conducting quarterly audits.
- Holds the Payroll and Human Resources Assistant and campus Administrative Assistants responsible for ensuring all missing personnel paperwork is obtained in a timely manner.

Employee Benefits

- Assures College benefits are administered uniformly and with College policy/procedure and State/Federal laws; related to this function are: administration of 401k Profit Sharing Plan, health, dental, vision, cafeteria, COBRA and life insurance plans
- Works closely with insurance brokers, insurance companies and benefits administrators to keep policies and procedures regarding employee benefits compliant and updated
- Conducts training and updates with Campus Administrative Assistants regarding policy and procedure related to employee benefits
- Distributes employee benefits information to insurance brokers, insurance companies, benefits administrators, and employees in a timely manner
- Assures employees are added to and deleted from insurance plans as eligibility dictates or per employee request
- Audits and prepares employee medical, vision, dental and life insurance billings for payment on a monthly basis; ensures invoices are processed and paid on time
- Audits and maintains cafeteria plan account
- Audits and maintains the COBRA account through the administrator; notifies the administrator of employees' qualifying events within time requirements
- Notifies 401k administrator of employment terminations for distributions of 401k contributions and profit sharing; notifies administrator of address changes
- Receives 401k contributions and loans spreadsheet from CFO, adds Senior Management, balance spreadsheet with checks, forwards spreadsheet to TBS and mails checks
- Receives and enters all 401k employee contribution changes on a monthly schedule
- Receives and processes 401k distributions; generates distribution checks, state and federal tax checks, distribution letter, obtains signatures from CFO and President, makes copies for SJVC files and TBS; mails out distributions and letters.

- Receives 401k participant loan applications, obtain approvals, faxing it to TBS for processing; receives loan documents, obtains employee's and spouse signatures, obtains processing fee from employee, distributes loan check; makes appropriate copies for SJVC files and TBS.
- Conducts new hire orientations with corporate employees regarding group insurance benefits, 401k plan and cafeteria plan
- Provides all employees with information regarding 401k Profit Sharing Plan, health, dental, vision, cafeteria, COBRA and life insurance and handles new hire and open enrollments.
- Communicates with Safety and Compliance Manager and/or refers to the Leave Tracking to ensure employees placed into non-FMLA are appropriately removed from benefits; and then reinstated upon the employee's return to work

Payroll

- Audits timesheets for each pay period, notifies campus level staff of any errors and tracks corrections to ensure they are made in a timely manner
- Conduct quarterly audits on various payroll information input by Administrative Assistants and the Payroll and Human Resources Assistant
- Ensures the College maintains required records and abides by State/Federal laws regarding payroll, wage garnishments, etc
- Conducts training and provides updates to Campus Administrative Assistants and Payroll/Human Resources Assistant regarding policy and procedure related to payroll and State/Federal law; maintains and updates Millennium Payroll Procedures
- Oversees Payroll/Human Resources Assistant's responsibilities in regards to payroll, personnel files, degree verifications, accuracy of I-9s and other duties assigned to ensure they are conducted in compliance with College, State and Federal policies, regulations and laws

Other Administrative Tasks

- Ensures timely response to Senior Management, corporate and campus employees
- Assists the Director of Human Resources in completing projects, drafts, proposals, and budgets
- Performs other duties as assigned

Supervisory Responsibilities: Directly supervises two non-supervisory employee in the Human Resources Department and indirectly oversees job duties and responsibilities related to personnel records, payroll and compliance conducted by campus administrative assistants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include hiring, training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; uses intuition and experience to complement data.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.

Project Management – Coordinates projects; communicates changes and progress; completes projects on time.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills.

Customer Service – Manages difficult or emotional employee situations; responds promptly to employee needs; solicits employee feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Judgment – Exhibits sound and accurate judgment; includes appropriate people in decision-making process.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in a timely manner; strives to increase productivity.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; seeks increased responsibilities; asks for and offers help when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associate or Bachelor Degree preferred; or five years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, transcribe minutes; ability to effectively present information in one-on-one and small group situations to employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardize situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, Outlook and payroll software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Human Resources Assistant – Payroll and Records
Department: Human Resources
Reports to: Benefits and Human Resources Manager
Status: Full-time, Non-Exempt

Summary: Under the immediate supervision of the Benefits and Human Resources Manager, indirect supervision of the Director of Human Resources, and with secondary support relationship to the Vice President, the Human Resources Assistant is responsible for a wide and diverse range of responsibilities of a very responsible and often most confidential nature related to payroll, personnel records, administrative tasks and employee relations. This position requires autonomy in the performance of daily activities, attention to detail, a high-level of accuracy and the ability to identify and appropriately respond to variables.

Essential Duties and Responsibilities:

Payroll

- Handles employee wage garnishments, enters into payroll system, notifies employee and responds to agencies within College policy/procedure and State/Federal laws
- Inputs all new hires for all locations; associates all education, certification and licensure requirements in a timely manner and ensures information is accurate
- Inputs all employee status changes, employee evaluations and merit increases for corporate and Aviation employees
- Audits all employee status changes, employee evaluations and merit increases input at the campus level to ensure accuracy and compliance
- Reviews, accurately calculates and enters payroll for Corporate and Aviation employees; as well as other campuses as needed
- Receives payroll for all locations; ensures information is accurate
- Audits payroll for all locations and identifies any payroll errors on a bi-weekly basis; notifies Campus Admin Assts of any errors/issues
- Receives termination notices and generates final checks within College policy/procedure and State/Federal laws; ensures information [including the final timesheet] and final check calculations are accurate
- Generates accrual balance notifications and distributes them to employees [reaching their maximum limit] and Campus Directors [to review and address with employee]

New Hire, Personnel Records and Employee Relations

- Conducts the processes for background investigations, verifying degrees, licensures and certifications, etc. prior to offer of employment; processes physical exams, TB testing and vaccinations for designated positions post offer of employment and pre-start date
- Conducts new hire orientations with corporate employees and with campus employees as needed; including the completion of all required paperwork for personnel file, and review of SJVC History, Employee Handbook, etc.
- Reviews and audits new employee personnel files for missing information/documents; follows up with campus administrative assistants to ensure missing information is obtained in a timely manner; includes personnel files that are not forwarded within the required timeframe
- Audits separation paperwork and closes out terminated employee personnel files as terminations occurs

Miscellaneous Administrative Tasks

- Performs a variety of clerical tasks including word processing, FAX communications, general filing, telephone communications, and maintaining a calendar of events
- Assists the Benefit and Human Resources Manager and Director of Human Resources with projects and tasks.
- Records audio to HR trainings and presentations
- Conducts assigned duties and responsibilities related to the Benefits and HR Manager position during absences/vacations.
- Develops and generates payroll and/or personnel information reports from payroll/HR computer systems as requested
- Ensures timely response to Senior Management, corporate and campus employees
- Performs other duties as assigned

Supervisory Responsibilities: This position has not supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Teamwork – Contributes to building a positive team spirit; willing to provide help when needed; committed to accomplishing the College's goals and objectives.

Productivity – Meets or exceeds productivity standards that have been established for organizational level or position; has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps

customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associates Degree preferred; or five years related experience and/or training; or equivalent combination of education and experience.

Travel – Must be able and willing to travel to campus and training locations as needed

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, transcribe minutes; ability to effectively present information in one-on-one and small group situations to employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, Outlook and payroll software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Human Resources Assistant – Recruitment and Administrative
Department: Human Resources
Reports To: Director of Human Resources
Classification: Full-time, Non-exempt

Summary: The Human Resources Assistant supports the recruitment, administrative and clerical functions of the Human Resources department in a very responsible, sometimes difficult, and most often confidential manner. This individual will perform a wide variety of tasks that require attention to detail and accuracy. The Human Resources Assistant works under immediate supervision of the Director of Human Resources with secondary support to HR Payroll and Onboarding.

Essential Duties and Responsibilities:

Recruitment Process

- Takes the lead on the maintenance of the recruitment workflow(s) in the talent management system (TMS); fields inquiries from employees, recruiters, hiring managers and approvers regarding the system and processes
- Reviews job posting requisitions and hiring requests processed through the TMS to assure compliance and accuracy; is the primary HR approver
- Acts as the recruiter in the recruitment workflow / TMS for corporate and campuses without Admin. Assts.
- Drafts classified advertisements for social media and job posting sites for positions that require paid advertisement
- Reviews and processes classified ad invoices; maintains electronic records of classified ad invoices
- Conducts employment verifications and professional reference checks for corporate positions as requested and for campuses without Admin. Assts. upon request [prior to offer of employment]
- Develops and revises recruitment process training for recruiters, hiring managers and approvers; conducts training as schedule and/or as needed

Personnel Records and Documents

- Scans HR documents/files related to campus and/or corporate employee records into the electronic records retention database.
- Retrieves and prints electronic documents/files upon request notifying the Benefits and HR Manager of the request
- Copies or prints subpoenaed employee records; forwards to Director of HR for review/approval; mails to or contacts requesting party to coordinate pick-up or delivery
- Completes employment verifications for SJVC employees within College policy/procedure and State/Federal laws [requested by third-party entities]
- Handles EDD inquiries regarding unemployment, disability and PFL claims within College policy/procedure
- Inputs skills testing into Evolution
- Inputs property tracking into Evolution

Administrative Assistance

- Receives and reviews employee and student incident reports, workers' compensation claims and student insurance claims
- Assigns and tracks on-line training for required sexual harassment training; conduct new hire harassment prevention training for Corporate new hires; conduct training with Campus Administrative Assistants regarding new hire harassment prevention training
- Updates 90 day and annual anniversary memo; generates and distributes anniversary cards and pins
- Prepares HR department agendas for distribution
- Takes and transcribes minutes of meetings [HR dept and Campus Admin Asst meetings]; maintains minutes on Infozone
- Reserves facilities for HR trainings and/or meetings; assures required equipment and seating is arranged
- Plans menu and places orders for take-out/delivery or makes reservations for meals/refreshments for HR meetings and trainings
- Performs a variety of clerical tasks including word processing, FAX communications, general filing, telephone communications, and maintaining a calendar of events
- Provides assistance to HR payroll and onboarding as needed
- Ensures timely response to Senior Management, corporate and campus employees

- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Teamwork – Contributes to building a positive team spirit; willing to provide help when needed; committed to accomplishing the College's goals and objectives.

Productivity – Meets or exceeds productivity standards that have been established for organizational level or position; has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – A minimum of an associate degree in related field from an accredited institution and a minimum of five years HR support experience preferred.

Travel – Must be able and willing to travel to campus and training locations as required

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small groups situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; ability to compute rate, ratio and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook; and masters proprietary software used to maintain student records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to fingers, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Campus Position

San Joaquin Valley College
Job Description

Job Title: Administrative Assistant-Campus
Department: Administration
Reports to: Campus Director
Classification: Full-time, Non-exempt

Summary: In relation to contributing to SJVC's mission and goals, under the direct supervision of the Campus Director the Administrative Assistant for the campus performs a variety of administrative support activities of a very responsible, difficult and often confidential nature. The Campus Administrative Assistant also assists the designated corporate staff person in payroll preparation and human resource responsibilities.

Essential Duties and Responsibilities:

- Assists the Campus Director in completing projects, drafts, proposals, budgets and completes word processing of correspondences
- Takes and transcribes minutes of meetings
- Assists employees and corporate staff member in charge of travel arrangements by insuring all required forms are filled out adequately
- Assists with the recruiting, hiring and training processes
- Handles all new hire paperwork, termination or resignation paperwork and employee status changes
- Maintains employee electronic records / files
- Accurately prepares, inputs and submits payroll to corporate
- Tracks and monitors the status of employee evaluations and merit increases
- Inputs all employee status changes, employee evaluations and merit increases
- Assists with the implementation of termination actions
- Acts as an information resource to staff on SJVC policies and procedures, employee benefits and worker's compensation
- Researches and responds to questions regarding SJVC policies and procedures, employee benefits and worker's compensation
- Serves as a member on the Safety Program committee; takes minutes of meetings; participates in safety training; maintains required documentation
- Ensures timely response to corporate requests and directives
- Performs other duties as assigned

Supervisory Responsibilities: This job may or may not be assigned to supervise student services staff members. The Campus Director determines supervising responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by

following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Time Management – Prioritizes tasks and manages time to ensure that deadlines are met; plans time and sticks to those plans; prevents or manages interruptions until the highest priority tasks are accomplished.

Work Ethic – Is keenly aware of the time frame in which tasks or projects needs to be done; accepts and mirrors the level of urgency conveyed by the manager or customer being served; puts first priority on the needs of the organization or the needs of its customers.

Quality of Work – Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization; is personally committed to high quality work and encourages others to have similar standards.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Bachelor's or Associates Degree preferred; or five years related experience and/or training; or equivalent combination of education and experience. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, transcribe minutes; ability to effectively present information in one-on-one and small group situations to employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, Outlook and payroll software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.