



Iowa Valley Community College District

Affirmative Action Plan 2024

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Introduction

The purpose of this Affirmative Action Plan is to affirm Iowa Valley Community College District's commitment to equal employment opportunity and affirmative action through our recruitment and employment policies.

The need for an Affirmative Action program is recognized by the Iowa Valley Community College District (IVCCD). The terminology used in this plan is from the Iowa Code and the Iowa Department of Education regulations.

IVCCD is committed to complying with all federal or state employment laws as well as its own policies and practices. Goals in this plan are intended to focus on recruitment, maintenance of fair employment practices, and aspiration toward achieving a diverse workforce.

IOWA VALLEY COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE STATEMENT ON EEO/AA

IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.

Equal employment opportunity shall apply to all personnel procedures and practices, including hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

The District Equal Employment Opportunity / Affirmative Action Plan documents the efforts being made, and which will be taken, to further equal employment and affirmative action at IVCCD. All employees are expected to be knowledgeable and supportive of the plan. College administrators and supervisors are accountable for its effective administration. The Affirmative Action Plan is available upon request to all employees, the public, and the Director of the Department of Education.

Responsibility for coordinating the ongoing implementation of the Equal Employment Opportunity / Affirmative Action Plan is assigned to the Associate Director of Human Resources. This individual will also be responsible for monitoring progress and compliance with the plan.

Employees or applicants who believe they have been discriminated against may file a complaint through the District Complaint Procedure. Grievance forms are available on the District Intranet via SharePoint or may be obtained from the office of the Associate Director of Human Resources, or the offices of the Provost of the Colleges at Ellsworth Community College, Marshalltown Community College, the Vice President of Iowa Valley Business and Community Solutions, or the Dean at Iowa Valley Grinnell.

Equal employment opportunity and affirmative action present legal, social, and economic considerations. The Affirmative Action Plan is intended to guide us in our efforts to achieve and maintain fair employment practices. Realization of these goals will benefit the District and strengthen our relationships with the many communities we serve.



Dr. Anne Howsare Boyens, President, Iowa Valley Community College District

Affirmative Action Policy and Plan Overview

The Board of Directors adopted the original Equal Employment Opportunity and Affirmative Action Plan in 1977. This updated Equal Employment and Affirmative Action Plan reflects IVCCD's continued philosophy and intent to provide all persons equal access to positions, limited only by their ability to do the job.

IVCCD has an established policy of affirmative action and non-discrimination. The District expects employees to know of and support the equal opportunity and affirmative action policies. Employees are expected to demonstrate sensitivity to and respect for all other employees; and to demonstrate commitment to the District's affirmative action policy. All employees are accountable for compliance with related District policies and procedures.

In order to effectively communicate and interpret these policies to all employees, applicants, the community and the public in general, the following will be undertaken:

1. The written policy will be available to employees on the Intranet.
2. The administrative statement will be posted on the IVCCD website and at designated campus locations.
3. Notices to inform employees and applicants of their rights under general and state civil rights laws will be made through board policies and in application materials.
4. Employment advertisements and vacancy notices will indicate that we are an Affirmative Action employer.
5. Guidance regarding application of the policy will be provided to hiring committees and their leadership.

All employees involved in the interview process for new staff are guided by IVCCD's policy of equal employment opportunity. The selection and transfer policy and process contains information about the legal basis for interviewing. It directs them to treat all applicants with fairness, equality, and consistency, and to conduct interviews that protect applicants from discrimination. Efforts are made to ask only job-specific questions and to avoid stereotyping of any kind.

Responsibility is assigned to the Affirmative Action Coordinator for implementing the Affirmative Action Program. This includes oversight of the plan, assurance that equal employment opportunity policies and procedures are followed and that affirmative actions are appropriately implemented. Identified plan goals are monitored by the Affirmative Action Coordinator. Reports will be provided to the Department of Education as required.

Grievance procedures are included in Board Policies and the faculty Master Agreement. These documents clearly define the process for reporting, investigating, and resolving complaints of discrimination and harassment.

IVCCD Affirmative Action Committee

The IVCCD Affirmative Action Committee is responsible for ensuring equal employment practices in IVCCD's hiring process.

Committee members will review the current plan and provided input to update it for the next cycle.

Committee Members:

Business and Community Solutions

Jacque Goodman, Vice President of Business and Community Solutions

Jon Nuñez, Director of Adult Literacy

District Services

Gena Garber, Vice President of Administration

Ellsworth Community College

Ken Bell, Faculty

One non-faculty position open

Marshalltown Community College

Brian Agnitsch, Faculty

Mandy Fox, TRIO SSS Coordinator

The committee is chaired by the Associate Director of Human Resources.

IVCCD Vision

We will serve our communities as an essential catalyst for educational and economic vitality.

IVCCD Mission

We are committed to providing quality learning experiences, ensuring student success, and partnering to address diverse community needs in an inclusive and respectful environment.

IVCCD Core Values

Educational excellence through learning that prepares students for lifetime success.

Leadership and communication through shared responsibility for accountability, transparency and respect.

Partnerships to support educational opportunities that strengthen our communities and foster economic development.

Recognition of students, employees and community members for contributions and outstanding achievements aligning with our Vision, Mission and Core Values.

Growth and sustainability through planning, innovation and optimizing resources.

Continuous quality improvement in all that we do.

Diverse and inclusive culture ensuring access, equity, dignity, and respect for all.

2020-2026 Strategic Agenda

Key Objectives:

- 1) Provide quality learning experiences to ensure all student achieve learning outcomes and experience a welcoming environment.
- 2) Offer quality resources and support services to ensure student success and completion.
- 3) Partner to address diverse community and workforce training needs.
- 4) Strengthen IVCCD's sustainability.

IOWA VALLEY COMMUNITY COLLEGE DISTRICT AFFIRMATIVE ACTION/INTERVIEW INFORMATION

Please review this information with committee members prior to beginning the interview process:

In employing personnel, the District will consider the qualifications, credentials, and records of applicants without regard to age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

In keeping with the law, the District will consider the veteran status of applicants. **Hiring supervisors and committee members are accountable for providing affirmative action in accordance with the District's Affirmative Action plan and any applicable laws.**

The hiring supervisor will provide committee members with all necessary materials for the interview process and lead his/her committee in conducting structured interviews. **Do not search out, discuss or make available applicant information and/or materials to anyone not directly involved in the hiring process.** Applicant information requests should be referred to the Human Resources office.

Core questions must be established and reviewed by HR before interviews begin. All interview candidates will be asked the same core questions. Interviewers should not limit themselves to just these questions. For example, different applicants may need follow-up questions about past job-related experiences. Record only job-related information on interview materials.

Hiring supervisors and committee members may not make any unauthorized statements to applicants during the hiring process which could be construed as a verbal contract, for example, "This is a permanent position", or "Go ahead and give notice to your employer, I'm sure your employment recommendation will be approved."

Interview candidates will not be asked questions which could elicit information about their race, color, creed, sex, marital status, national origin, religion, age, physical or mental disability, sexual orientation and gender identity. Questions which could elicit information about topics such as marital status, arrest records or type of military discharge are also prohibited. Questions and comments which are inappropriate for the interview are also inappropriate for casual conversations before or after the interview.

The hiring supervisor will inform HR of the top candidate after all interviews have been conducted. Sharing your impressions with the hiring supervisor and committee members is appropriate. **Do not informally discuss details about the interviews or the committee/hiring supervisor's preferences outside of committee meetings.**

Reference and criminal background checks can take extended periods of time and sometimes result in another candidate being selected for the job offer. **Confidentiality is extremely important following the interviews.** If a staff, community or family member asks you to divulge who will be hired, it's appropriate to respond that the hiring process is not complete and you aren't at liberty to discuss the information.

The documentation required by the hiring process serves as the basis for explaining hiring supervisor and/or committee decisions and for responding to any future inquiries or legal challenges. All committee materials used for interviews must be sent to HR for the position file at the conclusion of the committee's work. This includes application materials, interview notes, and any other paperwork used during the process.

Contact the Vice President of Administration (ext. 5523) or Associate Director of Human Resources (ext. 5525) if you have any questions concerning the information provided above.

Questions Not to Ask and some Alternatives

<u>Prohibited Questions</u>	<u>Alternatives</u>
<i>Martial/Family:</i> Are you married/do you have a permanent partner? With whom do you live? How many children do you have? Are you pregnant? Do you expect to have a family? When? What are your child care arrangements?	Would you be willing to relocate if necessary?
<i>Age/Date of Birth:</i> How old are you? When is your birthday? In what year did you graduate from high school?	Are you over 18? Can you, after employment, provide proof of age?
<i>Personal:</i> How tall are you? How much do you weigh?	Are you able to lift a 50 pound weight and carry it 100 yards, as that is part of the job?
<i>Disabilities:</i> Do you have any disabilities? Have you had any recent illnesses or operations? Please complete this medical questionnaire. When did you lose your eyesight/hearing/etc.?	Are you able to perform the essential functions of this job without reasonable accommodations? Will you be able to carry out in a safe manner all job assignments necessary for this position?
<i>National Origin/Citizenship:</i> Where were you/your parents born? What is your native language? What is your country of citizenship? Are you a U.S. citizen?	Do you have any language abilities that would be helpful in doing this job? (if relevant to job performance) Are you authorized to work in the United States?
<i>Arrest Records:</i> Have you ever been arrested?	Have you ever been convicted of _____ crime? (Legal if the crime is reasonably relevant to the job: e.g. embezzlement for bank teller)
<i>Military Service:</i> What type of discharge did you receive?	In what branch of the Armed Forces did you serve? What type of training or education did you receive in the military?
<i>Affiliations:</i> What clubs do you belong to? Do you go to church?	Are you a member of any trade groups or other organizations that you consider relevant to your ability to perform this job?
<i>Religion:</i> All questions regarding religion are illegal.	Are you available to work on Saturday and Sunday?

Board Policies Relating to EEO/AA

REVIEWED: September 13, 2023

REVISION ADOPTED: September 13, 2023

BOARD POLICY ADOPTED: February 21, 1977

SERIES NUMBER: 401

TITLE: Personnel

Non-Discrimination in Employment

Iowa Valley Community College District shall not engage in nor allow unlawful discrimination against any employee or applicant for employment. This includes all employment practices, hiring practices, and unwelcome harassment of applicants or employees based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, or genetic information. Veteran status will also be respected and protected to the extent covered by law.

Supersedes Revision Adopted:	March 9, 2016
	March 11, 2009
	December 8, 2004
	March 13, 2002
	March 10, 1993
	April 4, 1990

GUIDELINE FOR BOARD POLICY 401A

DATE: September 13, 2023

TITLE: **Personnel**

Equal Employment Opportunity

Iowa Valley Community College District declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, physical attributes, physical or mental ability, veteran status, genetic information, socioeconomic status, and actual or potential parental, family or marital status in its educational programs, activities, admission procedures or employment practices. The District affirms its commitment to comply with all applicable federal, state, and local laws, regulations and orders.

The Procedure

The District is firmly committed to prohibiting harassment or discrimination on any basis. It is the District's procedure to employ, retain, promote, terminate and otherwise treat any and all employees and job applicants on the basis of qualifications and competence. The District considers discrimination and harassment of any kind to be serious and will take prompt action when it is discovered.

Any person who believes they have been the recipient of a discriminatory or harassing act may file a complaint with:

- Vice President of Administration

3702 S. Center Street, Marshalltown, IA 50158, at (641) 844 - 5523, or email to
Equity@iavalley.edu; or

- Student Services, or
- Dean of Academic Affairs, or
- The Director of the Office for Civil Rights, U.S. Department of Education,

John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-
7204, (312)730-1560, fax (312)730-1576.

If you witness or experience discrimination or harassment, we strongly encourage
you to report the incident immediately.

If an investigation confirms that a violation has occurred, Iowa Valley Community
College District will take corrective action with the offending employee, up to and including
immediate termination of employment. Retaliation against persons filing a complaint or for
assisting in the investigation following the filing of a complaint is strictly prohibited.

Previously included in BP401

GUIDELINE FOR BOARD POLICY 401B

DATE: September 13, 2023

TITLE: **Personnel**

ADA and Reasonable Accommodation

Iowa Valley Community College District is committed to ensuring equal employment opportunities for qualified persons with disabilities. The District will provide, within reason, appropriate resources, services and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences and career opportunities.

Service animals are allowed on District properties to assist individuals who have a disability, as defined by the Americans with Disabilities Act (ADA).

Iowa Valley Community College District will provide reasonable accommodations, as long as these accommodations do not pose an undue hardship, to employees and applicants in accordance with federal, state and local laws; including the Americans with Disabilities Act (ADA) and Americans with Disabilities Act Amendments of 2008 and 2010.

Service animals are permitted to accompany a person with a disability on District property for District activities, services and programs. For an individual to use a service animal the individual must have a disability as defined by the ADA that requires the use of a service animal and the accompanying animal must be trained to do specific tasks for the qualified individual.

The service animal must have current health records. The District reserves the right to ask for proof of current vaccinations. The animal must be well groomed and must have good hygiene. The District is not responsible for the care or supervision of a service animal. This includes food, water and picking up waste produced by the service animal.

The service animal must be under the control of its handler. A service animal shall have a harness, leash or other tether unless the handler is unable due to the disability to use those devices or the use of the devices would interfere with the service animal's safe, effective performance of work or tasks. In this case, the service animal must be otherwise under the handler's control by voice control, signals or other effective means.

Areas off Limits to Service Animals:

Certain areas may be contaminated by animal hair or dander or may be harmful to animals. Service animals are prohibited from the following areas, unless prior approval has been obtained:

- Kitchen and food-preparation areas
- Mechanical rooms
- Custodial closets
- Classrooms where sharp metal cuttings or other sharp objects may be on the floor, hot materials are on the floor, or if the area contains a high level of dust.

The District is not responsible for the care or supervision of a service animal. If a service animal's behavior fundamentally alters the District's programs, activities and services; poses a

direct threat to the health and safety of others; or displays threatening behavior toward others, the District may ask that the service animal be removed.

To request an accommodation, employees should complete the Accommodation Request Form and submit to Human Resources, along with documentation from their healthcare provider.

The form can be found on the employee intranet, Human Resources folder.

Previously included in Board Policy 401

Legal Reference: Americans with Disabilities Act

GUIDELINE FOR BOARD POLICY 401C

DATE: September 13, 2023

TITLE: **Personnel**

 Harassment

Iowa Valley Community College District is committed to providing a professional work environment that is free of harassment. Harassing conduct, regardless of whether it rises to the level of harassment prohibited by law, is not tolerated. The reason for this procedure is to ensure that we offer a work environment that is free of physical, psychological and verbal harassment. Harassment consists of unwelcome conduct that unreasonably interferes with an individual's work performance and creates an intimidating, hostile or offensive work environment, or affects an employee's tangible job benefits. This prohibited unwelcome conduct includes conduct based on sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, genetic information, physical attributes, physical or mental ability, veteran status, socioeconomic status and actual or potential parental, family or marital status. Harassment of any individual or group, not just those in a protected class, will not be tolerated by the District.

Sexual harassment encompasses any sexual attention, from either gender, that is unwanted and is defined as unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission is expressed or implied as a condition of employment or status in a class, program or activity.

- Submission to or rejection of the behavior is used to make an employment or educational decision such as hiring, promotion or grading a course.
- The conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance or creates an intimidating, hostile or offensive environment for work or learning, including harassment in the District from an outside party, such as a vendor.

Sexual harassment may take many forms, for example:

- Unwanted physical contact. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or grades.
- Direct propositions of a sexual nature.
- Comments of a sexual nature.
- Sexually explicit statements, questions, jokes or anecdotes.
- Unnecessary touching, patting, hugging or brushing against a person's body.
- Remarks of a sexual nature about a person's clothing, body, sexual activity or previous sexual experience.

Any person who believes that they have been the recipient of a discriminatory or harassing act may file a complaint with:

- Vice President of Administration, at Iowa Valley Community College District, 3702 S. Center St., Marshalltown, IA 50609, or by phone (641) 844-5523, or email to Equity@iavalley.edu; or
- Employee's Supervisor or any supervisor in the District

- The Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Phone number (312)730-1560, fax (312)730-1576.

If an employee witnesses or experiences harassment or sexual harassment, they are strongly encouraged to report the incident immediately.

If an investigation confirms that a violation of this procedure has occurred, the District will take corrective action with the offending employee, up to and including immediate termination of employment.

Retaliation against persons filing a complaint or for assisting in the investigation following the filing of a complaint is strictly prohibited.

It is the responsibility of the Manager/Supervisor to ensure employees are trained on this procedure.

Previously Board Policy 422

REVIEWED: December 12, 2018

REVISION ADOPTED: December 12, 2018

BOARD POLICY ADOPTED: October 6, 1980

SERIES NUMBER: 443

TITLE: **Personnel Benefits**

Grievance Procedures for Administrators & Support Staff

A. DEFINITIONS

1. Grievance

A grievance is a claim by a grievant of an alleged violation, misinterpretation or misapplication of Board policies, rules and regulations.

2. Grievant

A grievant may be any employee of the District who presents a bona fide grievance in accordance with the procedures set forth herein.

B. CONDITIONS

1. The Director of Human Resources/Payroll will coordinate the efforts of Iowa Valley Community College District to comply with and carry out its responsibilities under this policy. Such person will have the authority to investigate any complaints alleging non-compliance with this policy and will also be responsible for evaluating and reporting to the Board progress in implementing this policy. A copy of each grievance form and of responses to the grievant will be filed with this administrator.

2. The failure of a grievant to meet the timelines set forth in this policy will act as a bar to any further processing of the grievance through this procedure. The failure of a supervisor or administrator to meet these timelines will permit the grievant to proceed to the next step.
3. Grievance forms will be available through the Human Resources Office and are attached as a part of this policy.
4. Any investigation or other handling or processing of any grievance will be conducted so as to result in no interference with or interruption whatsoever of the work activities of the grievant or other employees.

C. PROCEDURES

The purpose of this policy is to resolve grievances at the lowest possible management level. In order to do this, the following steps will be followed:

- Step 1. An attempt will be made to resolve any grievance by informal discussion between the grievant and the immediate supervisor. The informal discussion will take place within ten (10) working days of the event giving rise to the grievance. An informal discussion will be initiated by the grievant informing the immediate supervisor that he/she has a complaint and identifying the Board policy, rule or regulation under which the complaint arises.
- Step 2. If the grievance cannot be resolved informally, the grievant will file a written grievance with the immediate supervisor within seven (7) working days of the informal discussion. Within five (5) working days of the written grievance

filing, the immediate supervisor will meet with the grievant at a time and place convenient to the parties. Within five (5) working days of such meeting, the immediate supervisor will supply the grievant with a written response. If the unit head is the immediate supervisor at Step 2, the next appeal is to Step 4.

- Step 3. If the decision of the immediate supervisor is not acceptable to the grievant, the grievant may within five (5) working days of the written response file an appeal to the unit head. The unit head, or representative, will meet with the grievant at a mutually agreeable time and place within seven (7) working days of the written appeal to the unit head. Within five (5) working days of the unit head's meeting, the unit head, or representative, will supply the grievant with a written response.
- Step 4. If the decision of the unit head is not acceptable to the grievant, the grievant may within five (5) working days of the written response of the unit head file an appeal to the Chancellor. The Chancellor will conduct such investigation of the grievance as is felt warranted and will schedule a conference with the grievant and unit head within ten (10) work days following receipt of the appeal request. The Chancellor will submit a written response within ten (10) work days following the conference. If the response is acceptable to the grievant, there will be no further action.
- Step 5. If the grievant is not satisfied with the disposition in step (4) the grievant will notify the Chancellor within fifteen (15) working days following receipt of the

Chancellor's written response that an appeal to the Board of Directors of Iowa Valley Community College District is requested.

- Step 6. The Board of Directors will consider the grievance at its next regularly scheduled meeting. If more information is needed, the Board may defer its decision until its next regularly scheduled meeting one month hence. The Board in its discretion, may determine whether or not to conduct any further hearing or to consider the matter on the basis of the record made at the prior steps of the grievance procedure. After due consideration of the grievance and all previous communications, the Board will render a decision and inform the grievant within (5) work days of the meeting at which the Board decision was reached. The decision of the Board is final and binding upon all parties.

Supersedes Revisions Adopted:

March 11, 2009
March 13, 2002
November 14, 2001
November 10, 1999
August 10, 1994

IOWA VALLEY COMMUNITY COLLEGE DISTRICT
GRIEVANCE DISPOSITION FORM

A. INFORMATION:

Name of Grievant: _____

___ DO ___ Iowa Valley Grinnell ___ IVCE ___ ECC ___ MCC

Position Title: _____

Date Filed: _____

STEP 2

B. FACTS:

Date and time of occurrence of grievance situation ___ AM ___ PM _____ Date

Statement of grievance

(If sheets are appended, so note)

C. ACTION SOUGHT: _____

Signature of Grievant

Date

D. DISPOSITION BY IMMEDIATE SUPERVISOR: _____

Signature of Supervisor/Administrator

Date

STEP 3

A. _____
Signature of Grievant Date Received by the Unit Head or Designee

B. Disposition by the Unit Head or Designee _____

Signature of the Unit Head or Designee

Date

STEP 4

A. _____
Signature of Grievant Date Received by the Chancellor

B. Disposition by the Chancellor _____

Signature of the Chancellor

Date

STEP 5 & 6

A. _____
Signature of Grievant Date Received by the Board Secretary

B. Disposition by the IVCCD Board of Directors _____

Signature of the President of the Board Date

Faculty Grievance Process

(From the Iowa Valley Community College District Education Association Master Agreement)

ARTICLE II GRIEVANCE PROCEDURE

A. DEFINITIONS.

1. A "grievance" is a claim by a grievant of an alleged violation, misinterpretation or misapplication of this contract.
2. A "grievant" may be any Employee of Iowa Valley Community College District covered by this contract or the Association.

B. CONDITIONS.

1. The failure of a grievant to meet a time line shall act as a bar to any further processing of the grievance through this procedure. The failure of a supervisor or administrator to meet a time line shall permit the grievant to proceed to the next step. Time limits may be extended by agreement between the Board and the Association.
2. Grievance forms shall be available through both the Board and the Association. The grievance form is a part of this Agreement and included under Appendix C.
3. A grievant may be represented by the Association or may elect to process the grievance without representation at any step prior to arbitration. If a grievant is not represented by the Association, the Association shall have the right to be present and to state its view at any meeting under this procedure.
4. Any investigation or other handling or processing of any grievance shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grievant or other Employees. Subject to the foregoing, the Association will be able to meet with a grievant on campus during working hours as well as conduct other normal business associated with a grievance.
5. A grievance filed by the Association will be processed beginning at Step 3.
6. An arbitrator shall decide all substantive and procedural arbitrability issues arising under this Agreement.
7. At the request of either party the merits of a grievance and any procedural arbitrability issues arising in connection therewith shall be consolidated for hearing before the arbitrator.

C. PROCEDURES.

- Step 1. An attempt shall be made to resolve any grievance by informal discussion between the grievant and the immediate supervisor. The informal discussion shall take place within ten (10) working days of the event giving rise to the grievance. An informal discussion will be initiated by the grievant informing the immediate supervisor that he/she has a complaint arising under the contract.
- Step 2. If the grievance cannot be resolved informally, the grievant shall file a written grievance with the immediate supervisor within seven (7) working days of the informal discussion. Within five (5) working days of the written grievance filing, the immediate supervisor shall meet with the grievant at a time and place convenient to the parties. Within five (5) working days of such meeting, the immediate supervisor shall supply the grievant with a written response. If the Provost is the immediate supervisor at Step 2, the next appeal is to Step 4.
- Step 3. If the decision of the immediate supervisor is not acceptable to the grievant, the grievant may within five (5) working days of the written response file an appeal to the Provost of the College. The Provost, or representative, shall meet with the grievant at a mutually agreeable time and place within seven (7) working days of the written appeal to the Provost. Within five (5) working days of the Provost's meeting, the Provost, or representative, shall supply the grievant with a written response.
- Step 4. If the decision of the Provost is not acceptable to the grievant, the grievant may within five (5) working days of the written response of the Provost file an appeal to the Chancellor. The Chancellor or representative shall meet with the grievant at a mutually agreeable time and place, within ten (10) working days of the written appeal to the Chancellor. Within ten (10) working days of such meeting, the Chancellor or representative shall supply the grievant with a written response.
- Step 5. If the decision of the Chancellor is not acceptable to the grievant, the grievant may request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance has merit, the Association will submit the grievance to arbitration. The Association will notify the Chancellor that it is submitting the grievance to arbitration, which notification must be given within twenty (20) working days after receipt of the Chancellor's written response. The parties shall jointly request from the Federal Mediation and Conciliation Service a panel of eleven (11) prospective arbitrators and the parties shall alternate in striking names from the panel until one remains and that person shall act as arbitrator. The arbitrator shall have authority only to interpret and apply the provisions of this contract and to decide the particular grievance submitted to him/her. He/She shall not have authority to add to, delete from or in any way to modify, alter or amend any provision of this contract. The decision of the arbitrator will be final and binding on the Board, the grievant and the Association. The costs for services of the arbitrator, including her/his expenses and the cost of a hearing room, will be borne equally by the Board and the Association, but all other costs will be the responsibility of the party incurring them.

Appendix B: Grievance Report

Position Title	Distribution of Form 1. Association 2. Employee 3. Appropriate Supervisor
College	

Name of Aggrieved Person

Step 2

A. Date Violation Occurred _____

B. Section (s) of Contract Violated _____

C. Statement of Grievance

D. Relief Sought

Signature

Date

E. Disposition of Immediate Supervisor

Signature of the Immediate Supervisor

Date

Step 3

A.	Signature of Aggrieved Person or Association Representative	Date Received by the Provost or Designee
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B. Disposition by the Provost or Designee

Signature of the Provost or Designee	Date
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Step 4

B.	Signature of Aggrieved Person or Association Representative	Date Received by the Provost or Designee
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B. Disposition by the Chancellor or Designee

Signature of the Chancellor or Designee	Date
---	------

Analysis & Summary

SALARY CODES

Code 1
Code 2
Code 3
Code 4
Code 5
Code 6
Code 7

REFERENCE CODES

\$100,000 and above
80,000 to 99,999
65,000 to 79,999
50,000 to 64,999
40,000 to 49,999
30,000 to 39,999
Below 30,000

IVCCD Salary Analysis by EE06 Category

As of 11/1/2023

		Code 7		Code 6		Code 5		Code 4		Code 3		Code 2		Code 1	
		Below 30,000		30,000 – 39,999		40,000 – 49,999		50,000 – 64,999		65,000 – 79,999		80,000 – 99,999		100,000 – Above	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
Exec/Admin	ECC														1
Exec/Admin	MCC													1	4
Faculty	ECC					2		5	3	5	7	4	1		
Faculty	MCC							9	8	11	6	7	4		
Plant Services	ECC	6	3	3		1		3							
Plant Services	MCC	4	4	1		2		2		1					
Professional/ Non-Faculty	ECC		1	3	2	4	5	3	4	2	2		1		
Professional/ Non-Faculty	MCC				2	5	20	4	11	7	4	2	6	1	
Secretarial/ Clerical	ECC		1		2		1								
Secretarial/ Clerical	MCC		2		6		7		1						
TOTALS:		10	11	7	12	14	33	26	27	26	19	13	12	2	5
		5%	5%	3%	6%	6%	15%	12%	12%	12%	9%	6%	6%	1%	2%

Total Employees: 217

Total Females: 119 (55%)

Total Males: 98 (45%)

JOB GROUP ANALYSIS (Long Form)

Job Group: Executive/Administrative

As of: 11/1/2023

Job Title	Salary Code	Total Number Employees	Total Male	W	B	A	AI	H	NH	Un	Total Female	W	B	A	AI	H	NH	Un	Total Minorities
Administrator	1	6	1	1							5	5							
Totals		6	1	1	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0
			17%								83%								0%

KEY: (W) White, (B) Black, (A) Asian/Pacific Islander, (AI) American Indian/Alaskan Native, (H) Hispanic, (NH) Native Hawaiian or Pacific Islander, (Un) Unknown

JOB GROUP ANALYSIS (Long Form)

Job Group: **Faculty**

As of: 11/1/2023

Job Title	Salary Code	Total Number Employees	Total Male	W	B	A	AI	H	NH	Un	Total Female	W	B	A	AI	H	NH	Un	Total Minorities
Instructor	4	5	2	2							3	3							
Instructor	5	2	2	2															
Asst Professor	3	2	1	1							1	1							
Asst Professor	4	16	9	7	1	1					7	6				1			3
Assoc Professor	2	2	2	1				1											1
Assoc Professor	3	9	3	2		1					6	6							1
Assoc Professor	4	4	3	3							1	1							
Professor	2	14	9	8						1	5	5							
Professor	3	18	12	12							6	5						1	1
Totals		72	43	38	1	2		1		1	29	27				1		1	6
			60%								40%								8%

KEY: (W) White, (B) Black, (A) Asian/Pacific Islander, (AI) American Indian/Alaskan Native, (H) Hispanic, (NH) Native Hawaiian or Pacific Islander, (Un) Unknown

JOB GROUP ANALYSIS (Long Form)

Job Group: Professional

As of: 11/1/2023

Job Title	Salary Code	Total Number Employees	Male Total	W	B	A	AI	H	NH	Un	Female Total	W	B	A	AI	H	NH	Un	Total Minorities
Professional Staff	1	1	1	1															
	2	9	2		1	1					7	7							2
	3	15	9	8				1			6	5				1			2
	4	22	7	6				1			15	15							1
	5	34	9	6	1			1		1	25	21		1	1	2			7
	6	7	3	1	2						4	3				1			3
	7	1									1	1							
Totals		89	31	22	4	1		3		1	58	52		1	1	4			15
			35%								65%								17%

KEY: (W) White, (B) Black, (A) Asian/Pacific Islander, (AI) American Indian/Alaskan Native, (H) Hispanic, (NH) Native Hawaiian or Pacific Islander, (Un) Unknown

JOB GROUP ANALYSIS (Long Form)

Job Group: Non-exempt

As of: 11/1/2023

Job Title	Salary Code	Total Number Employees	Male Total	W	B	A	AI	H	NH	Un	Female Total	W	B	A	AI	H	NH	Un	Total Minorities
Office Associate	4	1									1	1							
	5	8									8	5				1	1	1	2
	6	8									8	7				1			1
	7	3									3	3							
Plant Services	3	1	1	1															
	4	5	5	5															
	5	3	3	2				1											1
	6	4	4	3						1									
	7	17	10	9				1			7	5				2			3
Totals		50	23	20				2		1	27	21				4	1	1	7
			46%								54%								14%

KEY: (W) White, (B) Black, (A) Asian/Pacific Islander, (AI) American Indian/Alaskan Native, (H) Hispanic, (NH) Native Hawaiian or Pacific Islander, (Un) Unknown

Availability Analysis / Utilization

FEMALES							
Job Group	Total	Representation Number	%	Availability Number	%	% Under- representation	# of New Hires to Balance Workforce
Executives	6	5	83.3%	68,580	36.4%	-46.9%	-3
Professionals (includes Faculty)	158	90	57.0%	149,380	59.2%	2.2%	3
Secretarial/Clerical (office associates and executive assistants)	25	25	100.0%	179,185	77.3%	-22.7%	-6
Plant Services (custodians and technicians)	33	9	27.3%	154,810	65.6%	38.3%	13
MINORITIES							
Job Group	Total	Representation Number	%	Availability Number	%	% Under- representation	# of New Hires to Balance Workforce
Executives	6	0	0.0%	6,055	3.2%	3.2%	0
Professionals (includes Faculty)	158	14	8.9%	15,275	6.0%	-2.8%	-4
Secretarial/Clerical (office associates and executive assistants)	25	2	8.0%	11,445	4.9%	-3.1%	-1
Plant Services (custodians and technicians)	33	3	9.1%	21,180	9.0%	-0.1%	0

CENSUS 2010 EMPLOYMENT BY RACE AND GENDER - IOWA
Source: U.S. Census Bureau, 2006-2010

Availability Analysis / Utilization Compilation - Females							
FEMALES							
Job Group	Total	Representation Number	%	Availability Number	%	% Under- representation	# of New Hires to Balance Workforce
Executives	6	5	83.3%	68,580	36.4%	-46.9%	-3
	6	4	66.7%	68,580	36.4%	-30.3%	-2
	6	4	66.7%	68,580	36.4%	-30.2%	-2
	6	5	83.3%	58,848	33.3%	-50.0%	-3
	6	5	83.3%	58,848	33.3%	-50.0%	-3
	8	4	50.0%	58,848	33.3%	-16.7%	-1
	6	4	66.7%	75,746	34.7%	-32.0%	0
Professionals (includes faculty)	158	90	57.0%	149,380	59.2%	2.2%	3
	166	92	55.0%	149,380	59.2%	4.2%	6
	191	111	58.1%	149,380	59.2%	1.00%	2
	167	89	53.3%	147,068	58.2%	4.9%	8
	191	114	59.7%	147,068	58.2%	-1.5%	-3
	192	113	58.9%	147,068	58.2%	-0.7%	-1
	200	113	56.5%	147,068	58.2%	1.7%	3
Secretarial/Clerical (office associates and executive assistants)	25	25	100.0%	179,185	77.3%	-22.7%	-6
	31	29	93.5%	179,185	77.3%	-16.2%	-5
	40	35	87.5%	179,185	77.3%	-10.20%	-4
	36	32	88.9%	191,944	78.0%	-10.9%	-4
	38	36	94.7%	191,944	78.0%	-16.7%	-6
	41	40	97.6%	191,944	78.0%	-19.6%	-8
	54	52	96.3%	259,648	69.9%	-26.4%	0
Plant Services (custodians and technicians) Outsourced prior to 2012	33	9	27.3%	154,810	65.6%	38.3%	13
	25	6	24.0%	154,810	65.6%	41.6%	10
	31	9	29.0%	154,810	65.6%	36.6%	11
	31	8	25.8%	149,774	66.8%	41.0%	13
	28	7	25.0%	149,774	66.8%	41.8%	12

2016-2020 Availability Information Source:

CENSUS 2010 EMPLOYMENT BY RACE AND GENDER - IOWA

Source: Iowa Workforce Development Affirmative Action Data for Iowa EEO File

Census 2010 Employment by Race and Gender

Availability Analysis / Utilization Compilation - Minorities							
MINORITIES							
Job Group	Total	Representation Number	%	Availability Number	%	% Under- representation	# of New Hires to Balance Workforce
2020-22	Executives	6	0	0	6,055	3.2%	0
2018-20		6	0	0	6,055	3.2%	0
2016-18		6	0	0.0%	6,055	3.2%	0
2014-16		6	0	0.0%	4,564	2.6%	0
2012-14		6	0	0.0%	4,564	2.6%	0
2010-12		8	0	0.0%	4,564	2.6%	0
2008-10		6	0	0.0%	5,797	2.7%	0
2020-22	Professionals (includes Faculty)	158	14	8.9%	15,275	6.0%	-4
2018-20		166	11	6.6%	15,275	6.0%	-1
2016-18		191	8	4.2%	15,275	6.0%	4
2014-16		167	9	5.4%	13,310	5.3%	0
2012-14		191	9	4.7%	13,310	5.3%	1
2010-12		192	7	3.6%	13,310	5.3%	3
2008-10		200	11	5.5%	13,310	5.3%	0
2020-22	Secretarial/Clerical (office associates and executive assistants)	25	2	8.0%	11,445	4.9%	-1
2018-20		31	4	12.9%	11,445	4.9%	-2
2016-18		40	3	7.5%	11,445	4.9%	-1
2014-16		36	4	11.1%	11,306	4.6%	-2
2012-14		38	0	0.0%	11,306	4.6%	2
2010-12		41	1	2.4%	11,306	4.6%	1
2008-10		54	2	3.7%	17,542	4.7%	1
2020-22	Plant Services (custodians and technicians) Outsourced prior to 2012	33	3	9.1%	21,180	9.0%	0
2018-20		25	2	8.0%	21,180	9.0%	0
2016-18		31	3	9.7%	21,180	9.0%	0
2014-16		31	7	22.6%	18,641	8.3%	-4
2012-14		28	2	7.1%	18,641	8.3%	0

2016-2020 Availability Information Source:

CENSUS 2010 EMPLOYMENT BY RACE AND GENDER - IOWA

Source: Iowa Workforce Development Affirmative Action Data for Iowa EEO File

Census 2010 Employment by Race and Gender

IVCCD Applicant Data Record Tracking 11/1/2022 - 10/31/2023

Based on Voluntary Survey

Job Title	Unit	Male	Female	Gender Unknown	Race									Disabled	Vetern	Total # of App
					H	AI	A	B	NH	W	2 or more	Declined	Race Unknown			
<u>Executive</u>																
President 543	DS	6	7	0				1		11		1		3	1	13
<u>Professional - Staff</u>																
Enrollment Recruiting Specialist/Bookstore Coordinator 477	ECC	2	2	1	1					3			1	0	1	5
Accounting Assistant/Student Accounts 479	DS	1	24	0	6					18	1			3	0	25
IT Special Projects Coordinator 480	DS	1	1	0						2				1	0	2
Director of Financial Aid 489	ECC	0	1							1				0	0	1
Enrollment Recruiting Specialist/Assistant Football Coach 491	ECC	9	0	0	1	0	0	1	0	4	1		2	0	0	9
Assistant Director of Residence Life/Assistant Football Coach 493	ECC	12	0	0	0	0	0	8	0	4	0		0	1	0	12
Enrollment Recruiting/Student Engagement Specialist 498	ECC	3	3	0	0					5	1		0	1	0	6
Head Women's Basketball Coach/Athletics Coordinator 501	MCC	59	8	2	4	0	1	24	0	31	2	2	5	3	3	69
Academic Advising and Recruiting Specialist/Head Women's Soccer Coach 502	MCC	13	1	1	2	0	0	1	0	11	0	1	0	0	0	15
Assistant Director of Residence Life/Assistant Football Coach 508	ECC	13	0	0	1	0	0	8	0	3	0	0	1	0	0	13
Library Services Manager 514	MCC	4	7	1	1	0	1	0	0	8	1	1	0	6	0	12
Dean of Iowa Valley Grinnell & District Academic Initiatives 522	IVG	15	14	0	0	0	2	4	1	22	0	0	0	2	0	29
Director of Athletics 524	MCC	2	0	0	1	0	0	0	0	1	0	0	0	0	0	2
Assistant to the President/Board Secretary 531	DS	0	1	0	0	0	0	0	0	1	0	0	0	0	0	1
Assistant Director of Residence Life/Athletic Coach 540	ECC	9	3	0	0	0	0	1	0	10	0	0	1	3	0	12
Assistant to the Provost 542	MCC	4	10	0	0	0	0	0	0	14	0	0	0	2	0	14
Videographer 549	DS	12	2	0	0	0	2	0	0	9	2	1	0	0	0	14
Dean of Student Affairs 550	ECC	9	6	0	0	0	0	0	0	15	0	0	0	2	1	15
Director of Student Success/Registrar 551	MCC	9	8	0	1	2	0	1	0	11	1	0	1	4	2	17
Assistant Wrestling Coach/Athletics Coordinator 555	ECC	11	0	0	2	0	0	0	0	8	1	0	0	0	1	11
Enrollment Recruiting/International Student Specialist 561	ECC	4	5	0	1	0	1	0	0	6	0	1	0	1	2	9
Academic Advising Specialist 566	MCC	5	7	0	4	1	0	1	0	5	0	1	0	2	1	12
Intermediary Network Coordinator 572	BCS	0	1	1	0	1	0	0	0	0	0	1	0	1	0	2
Enrollment Recruiting/Student Engagement Specialist 574	ECC	3	11	0	1	0	0	2	0	9	0	1	1	3	0	14
Assistant to the President/Board Secretary 593	DS	1	12	0	0	1	1	0	0	9	0	1	1	4	0	13
Health Education Coordinator 595	BCS	0	1	0	0	0	0	0	0	1	0	0	0	0	0	1
<u>Professional - Faculty</u>																
Construction Technology Faculty 504	MCC	3	0	0	0	0	0	0	0	3	0	0	0	0	0	3
Digital Media Faculty 505	MCC	2	3	2	2	0	0	0	0	4	0	1	0	1	0	7
Electro Mechanical Faculty 506	MCC	6	0	0	0	0	1	1	0	4	0	0	0	0	1	6
Mathematics Faculty 507	MCC	8	3	1	2	0	1	2	0	4	2	1	0	2	0	12
Welding Faculty 509	ECC	3	0	0	0	0	0	0	0	3	0	0	0	1	0	3
English and Communications Faculty 511	MCC/IVG	14	11	4	1	0	0	1	0	20	1	5	1	7	1	29
<u>Clerical</u>																
Office Associate - Student Activities/Perkins 197	IVG	0	1	0	0	0	0	0	0	1	0	0	0	1	0	1
Office Associate 571	MCC	0	4	0	0	1	0	0	0	3	0	0	0	4	0	4
Student Finance Office Associate 583	ECC	1	1	0	0	0	0	0	0	2	0	0	0	2	0	2
<u>Plant Services</u>																
Custodian 266	MCC	0	0	1	0	0	0	0	0	1	0	0	0	1	0	1
Plant Services Technician 404	MCC	3	1	0	0	0	0	0	0	4	0	0	0	4	1	4
Custodian 440	MCC	4	1	0	1	0	0	0	0	3	1	0	0	0	0	5
Evening Custodial Supervisor/Floor Care Specialist 488	MCC	2	0	0	0	0	0	0	0	2	0	0	0	2	0	2
HVAC 494	MCC	3	0	0	0	0	0	0	0	1	0	0	1	0	1	3
Custodian/Maintenance Technician 515	ECC	2	0	0	0	0	0	0	0	2	0	0	0	0	0	2
Custodian 526	MCC	13	11	1	5	0	0	1	0	17	0	0	2	5	1	25
Custodian 533	ECC	3	2	0	0	0	0	0	0	5	0	0	0	1	0	5
Custodian/Maintenance Technician 535	MCC	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Total Surveys Completed		275	173	15	37	6	10	57	1	302	14	18	17	73	17	483

IVCCD New Hires
11/1/2022 – 10/31/2023

	Total Hired	Female		Male		Minority		Disabled	
		Hired	% of Total	Hired	% of Total	Hired	% of Total	Hired	% of Total
Executive	2	1	50%	0	0%	0	0%	0	0%
Faculty	8	3	38%	5	63%	2	25%	2	25%
Professional	24	11	46%	12	50%	5	21%	0	0%
Secretarial/Clerical	1	1	100%	0	0%	0	0%	0	0%
Plant Services	19	5	26%	14	74%	2	11%	0	0%

	Total Hired	Location					
		Within IVCCD District		Within State of Iowa		Out of State	
		Hired	% of Total	Hired	% of Total	Hired	% of Total
Executive	2	1	50%	1	50%	0	0%
Faculty	8	2	25%	4	50%	2	25%
Professional	24	8	33%	10	42%	6	25%
Secretarial/Clerical	1	0	0%	1	100%	0	0%
Plant Services	19	15	79%	4	21%	0	0%

Summary

System/Process

IVCCD has a long-standing history of equal employment opportunities and non-discrimination in hiring and employment practices as noted in the plan overview and governing policies.

IVCCD's hiring process includes an affirmative action related guidance for hiring committee members, which is to be used by the committee leader about EEO related hiring issues. The committee leader is expected to communicate with committee members about appropriate interviewing tactics and hiring practices. Committee members are assigned the Conducting Job Interviews training in the Paycor Learning Management system.

To compile data and share best practices, the Iowa Department of Education conducts an annual survey of all community colleges asking questions about affirmative action related accomplishments and challenges. The summary is distributed back to community college Human Resources staff as a learning opportunity for individual college initiatives.

Census information was not available at the time this report was completed so availability information has not been updated.

Accomplishments

Minority representation increased across Faculty, Professional and Non-exempt job groups.

The transition to Paycor in July 2018 allowed the same system report and the resulting data to be used for reporting both Integrated Postsecondary Education Data System (IPEDS) Human Resources information and this biannual affirmative action plan data. This allows for better efficiency going forward.

Standard occupational codes (SOC) were identified for each non-faculty position and prepared for loading in the payroll system. The SOC codes are used to maintain consistency when reviewing job duties and when establishing new or restructured positions at IVCCD. This also gives better and more consistent structure to reporting the groups identified in both IPEDS and the affirmative action plan. It could provide potential use for comparisons and trending data in the future.

The implementation of Paycor Recruiting module (an applicant tracking system) has automated the collection of applicant demographic information. Candidates for all positions are offered a voluntary survey at the beginning of the online application process. The information from each survey is available to HR staff in Paycor Recruiting module allowing for the information to be included in the affirmative action plan as it has been for a number of years. This has allowed for a manual system to be automated and has increased accuracy by eliminating manual entry. In addition, this allows survey information to be reviewed over the time period of choice starting with the implementation date in December 2021. The report information within this plan uses the same reporting period used to review the Job Group Analysis.

Voluntary participation in providing demographic information has greatly increased. Over 90% of applicants provided demographic information for the reporting period.

Under-representation

A clear understanding of under representation is not available for this report since census data is not available for comparison.

Applicants

Applicant data is not a requirement of an affirmative action plan but was added as a possible way to track and analyze recruitment and advertising efforts to encourage minority applicants. This was never fully deployed when tracking this information was completed manually and the limited results led to the decision to stop gathering this data as noted in the Accomplishments section. The implementation of Paycor Recruiting has automated the tracking of applicant data and has resulted in voluntary participation of over 90%.

Recommendations

Seek feedback to re-engage current affirmative action committee members and recruit interested employees to participate. Develop a more consistent meeting schedule.

Explore the data provided by the condition report and other possible resources to determine if there are any data points useful for AA reporting.

Provide ongoing training to IVCCD employees related to non-discrimination and anti-bias best practices and develop a standard for training necessity, content and frequency.



JOB OVERVIEW

TITLE: Associate Director Human Resources
REPORTS TO: Vice President of Administration
FLSA CLASSIFICATION: Exempt
PAY GRADE: 118

DEPARTMENT: Human Resources
SUPERVISES: HR Assistant
SOC CODE: 11-3120
SOC IPEDS CODE: 11-3121

SUMMARY:

The purpose of this position is to provide management and supervision of the following Human Resources functions of the District including recruitment/hiring and employment of staff and faculty, employee compensation and benefits, regulatory compliance with HR and equal opportunity/equity. The Associate Director of Human Resources is responsible for developing and ensuring implementation of plans, policies and processes for workforce, legal compliance and recordkeeping.

ESSENTIAL JOB DUTIES

Responsible for hiring and employment practices, including adherence with state and federal regulations. Oversees the recruiting process and supports the hiring process by training and participation in recruiting activities.	15%
Supervises the HR Assistant and student employees, and works cooperatively with district staff and faculty on all areas of human resources.	15%
Oversees district-level training requirements for all employees. Ensures the new employee orientations for all benefit eligible employees, coaching positions, and other positions is current and available as requested.	10%
Works with IVCCD supervisors to ensure employee performance management process is being followed and provides training on the process. Works with supervisors on coaching follow ups as needed.	10%
Serves as the main contact with benefit vendors. Manages the employee benefits such as health insurance, life insurance and retirement. Manages the open enrollment process and online benefit system.	10%
Leads the Affirmative Action Committee, oversees and updates the affirmative action plan based on committee recommendations. Serves as a resource person in collective bargaining negotiations.	5%
Develops, recommends, and implements IVCCD HR related Board policies and guidelines. Administers the District's tuition reimbursement plan in accordance with Board policy.	5%

ADDITIONAL DUTIES:

Participates in the Employee Engagement Committee, Safety Committee and other IVCCD committees as needed. Maintain professional and technical knowledge by attending education workshops, reviewing professional publications, participating in professional societies and statewide committees. Supports the overall success of the District by performing other duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Completion of Bachelor's degree in Business Administration, Human Resources, or other related area. Five years of experience in the human resources field required. Experience cannot be substituted for education.

CERTIFICATIONS AND LICENSES: CP or SCP certification through the Society for Human Resources Management (SHRM), and/or Professional-Human Resources (PHR) certification and/or Senior Professional Human Resources (SPHR) certification preferred.

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of Human Resources related rules, regulations, laws, and procedures. Knowledge of District structure and board policies and guidelines. Skill in data compilation, management, evaluation and analysis. Skill in computer use, software systems, and other technology. Ability to facilitate group meetings and build consensus. Ability to maintain confidentiality. Ability to communicate effectively orally and in writing.

FINANCIAL AUTHORITY:

Bill or reconcile records, including departmental budget records. Administer benefits by determining individual eligibility and coverage levels or determining compensation levels. Authorized to purchase goods or services in alignment with purchasing policies and able to make recommendations that impact resource allocation. Manage or administer budget within assigned department. Budget or allocate funds within or across departments or divisions.

TOOLS AND EQUIPMENT USAGE:

Use computers for word processing, spreadsheets, PowerPoint presentations or custom applications.

ESSENTIAL FUNCTIONS:

FREQUENTLY (51-100%)	OCCASIONALLY (0-50%)
This position requires sitting, and/or talking or hearing.	This position requires standing, walking, gripping or feeling with hands, reaching with hands or arms.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

This position risks exposure to indoor environment.

Iowa Valley Community College District does not discriminate against any employee or applicant for employment. This includes all employment practices, hiring practices, and unwelcome harassment of applicants or employees based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information, actual or potential parental, family, marital status or veteran status or other protected classes. If you have questions or complaints related to compliance with this policy, please contact the Vice President of Administration, serving as the District Equity Officer, 3702 S. Center Street, Marshalltown, IA 50158, 641-844-5530, equity@iavalley.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: 312-730-1560 Facsimile: 312-730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

REVIEWED WITH EMPLOYEE BY

Signature: _____ Name (print): _____
Title: _____ Date: _____

REVIEWED WITH ACCEPTED BY

Signature: _____ Name (print): _____
Title: _____ Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.