

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOLUTION TO AMEND THE SALARY SCHEDULE

RESOLUTION No. 65-25/26

Amend the Salary Schedule for Non-Classified Short-Term Employees

WHEREAS the Salary Schedule for Non-Classified Short-Term Employees be amended to include the short-term/hourly position of Human Resources Assistant at the rate of \$28.00 per hour;

NOW, THEREFORE, BE IT RESOLVED that the Salary Schedule for Non-Classified Short-Term Employees be amended effective March 17, 2026, according to the schedule on the attached pages.

ADOPTED this 17th day of March, 2026.



President of the Board of Trustees

ATTEST:



Secretary of the Board of Trustees

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 Regulations for Policy 6130
 Salary Schedule for Non-Classified Short-Term Employees
 Effective January 1, 2026

I. RESPONSIBILITY: Human Resources & Employee Relations shall review the listed positions and salaries annually and make recommendations for change.

II. **POSITIONS AND SALARY**

898 Academic Coordinator	25.00/hour
806 Academy Coordinator	25.00/hour
897 Athletics Team Driver	20.00/hour
805 Box Office Specialist	16.90/hour
788 Business Technical Assistant	24.00/hour
758 Classroom Assistant	16.90/hour
864 Clerical Assistant	16.90/hour
879 Coaches, Summer Activities	17.54/hour
783 Community Liaison	16.90/hour
792 Conference Coordinator	24.00/hour
752 Detective/Investigator	25.00/hour
804 Educational Assistant	16.90/hour
796 Executive Assistant	33.00/hour
684 Facilities Assistant	18.00/hour
831 Finance Specialist	18.25/hour
877 Football Video Technician	135.00/game
823 Grant Facilitator	40.00/hour
892 Grant Project Educational Trainer	35.00/hour
829 Grant Project Technician	20.00/hour
900 Human Resources Assistant	28.00/hour
761 IMC Assistant	16.90/hour
750 Interpreter Apprentice	16.90/hour
835 Interpreter I	25.00/hour
836 Interpreter II	30.00/hour
837 Interpreter III	35.00/hour
861 Interpreter IV (Certified Interpreter)	40.00/hour
838 Laboratory Aide I	16.90/hour
839 Laboratory Aide II	16.90/hour
798 Marketing & Media Coordinator	18.00/hour
773 Matriculation & Educational Support Associate	20.00/hour
899 New Hire Activities Participant	81.26/hour
865 Nurse Practitioner	60.00/hour
786 Proofreader	25.00/hour
764 Puente Assistant	16.90/hour
881 Registered Nurse I	35.00/hour
863 Registered Nurse II	37.00/hour
891 Registered Nurse III	40.00/hour
785 Research Assistant	16.90/hour
894 Research Intern	16.90/hour
850 Reserve College Police Officer	16.90/hour
845 Role Player	16.90/hour
789 Scanner	16.90/hour
883 Sports Publicist	16.90/hour
759 Stage Master Carpenter	17.00/hour
832 Stage Master Electrician	17.00/hour
875 Stage Technician	16.90/hour
790 STEM Activities Coordinator	25.00/hour
779 STEM Mentor	16.90/hour

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811 Student Activities Assistant	16.90/hour
691 Student Health Specialist	30.00/hour
799 Student Support Services University Mentor	16.90/hour
757 Study Group Leader	16.90/hour
787 Summer Bridge Coordinator	20.00/hour
822 Supplemental Instructional Leader	16.90/hour
753 Technical Business Advisor	55.00/hour
885 Tutor	16.90/hour
772 Upward Bound College Mentor	16.90/hour

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Human Resources Assistant

DEPARTMENT/LOCATION: District.

BASIC FUNCTIONS: Under the general supervision of the assigned administrator, provides confidential and administrative, technical, and customer-service support to the Office of Human Resources and Employee Relations (HRER); assists with recruitment, onboarding, compliance documentation, and general HRER operations in alignment with State and Federal laws and regulations including but not limited to: California Education Code, Title 5 regulations, collective bargaining agreements, and District policies and procedures.

REPRESENTATIVE DUTIES:

1. Assists with the preparation of materials and documentation in support of labor relations and collective bargaining, including providing research, statistical data, and materials; serves as a resource to the Vice Chancellor, HRER or designee in collective bargaining.
2. Maintains accurate and confidential personnel files in compliance with Education Code, Title 5, and District retention requirements.
3. Supports onboarding processes including Live Scan coordination, I-9 verification, and new hire documentation.
4. Maintains confidentiality and handles sensitive information in accordance with relevant laws, rules, and regulations, and District policies and procedures.
5. Supports projects such as classification reviews, data audits, and process improvements.
6. Assist with compliance tasks, including mandated training tracking, credential verification, TB clearance, and employment eligibility.
7. Performs general administrative duties including scheduling, document preparation, scanning, and correspondence.
8. Assists with recruitment activities, including job postings, applicant tracking, screening logistics, and communication with candidates.
9. Provides front-line customer service to employees, applicants, and the public; responds to routine inquiries and directs complex matters to appropriate staff.
10. Processes personnel actions such as assignments, separations, salary placement documentation, and timesheets.
11. Enter and update information in various systems with accuracy and attention to detail.
12. Performs other related as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS: Completion of the twelfth (12th) grade and one (1) year of clerical, administrative, or HR-related experience; or an equivalent combination of education, training, and/or experience. College coursework in HR, business administration, or a related field and experience in a public agency/educational institution preferred. Knowledge of basic HR, office, and customer service principles and practices; proficiency in Microsoft Office and the ability to learn HR Information Systems (HRIS) and applicant tracking systems; and the ability to communicate professionally and effectively with diverse populations in a fast-paced environment and effectively organize work and maintain attention to detail is required.

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Human Resources & Employee Relations.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.