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→ HUMAN RESOURCES

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ABOUT HUMAN RESOURCES

Celebrating 40 Years of Education & Opportunity



Fostering a culture of continuous improvement, customer service and professionalism.

If you are considering employment within South Orange County Community College District, it is easy to view open positions and apply online. Our District offers an outstanding benefits package for employees. We pride ourselves on recruiting and retaining employees with a high degree of competency and to provide them opportunities to grow professionally and personally.

The Office of Human Resources oversees the employee programs for [Saddleback College](#), [Irvine Valley College](#), the [Advanced Technology & Education Park](#) and [District Services](#).

The Office of Human Resources has responsibility for the following functions:

Human Resources Operations

- position classification and recruitment, selection and orientation of employees;
- wage and salary administration;
- coordination of annual employee evaluations and corresponding salary increases;
- processing leaves of absence; and
- coordination of employee recognition and professional development programs.

Employer-Employee Relations

- ensuring that policies and practices are in compliance with federal and state nondiscrimination and equal opportunity statutes and regulations;
- receiving and investigating all complaints from employees and students related to harassment and other issues;
- collective bargaining and mediation;
- grievance, discipline procedures, and administrative hearings; and
- interpretation and guidance to administrators and others in areas of negotiated agreements, board policies and procedures.

Equal Employment Opportunity

The South Orange County Community College District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related), age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country.

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