



Home (1) » Employee Services (/employees) » Human Resources



Human Resources

» View current job openings at <https://careers.kccd.edu/>. (<https://careers.kccd.edu/>)

Current employees: More information, including forms, can be found on InsideBC. (<https://inside.bakersfieldcollege.edu>)

Employee contracts, job descriptions, salary schedules, holiday schedules and more can be found on the District Human Resources website. (<https://www.kccd.edu/human-resources>)

Human Resources services are split between the Bakersfield College and District Office locations.

Bakersfield College

District Office

Bakersfield College

Contact

Name	Title	Email	Phone
Dena Rhoades	College HR Manager	drhoades@kccd.edu (mailto:drhoades@kccd.edu)	395.4850
Lori Carlson	Department Assistant III	lcarlson@kccd.edu (mailto:lcarlson@kccd.edu)	395.4096

Kathy Howarth	Human Resources Assistant	khowarth@kccd.edu (mailto:khowarth@kccd.edu)	395.4675
Anna Gonzalez	Human Resources Technician	annagonz@kccd.edu (mailto:annagonz@kccd.edu)	395-4066
Diana Alcala	Human Resources Assistant	dalcala@kccd.edu (mailto:dalcala@kccd.edu)	395-4067

Services

The following services are offered for employees at the Bakersfield College Human Resources office:

- Fingerprinting (livescan)
- Assist job placement with student worker fingerprinting
- TB tests: Schedule, receive results for posting
- Absence slips for Classified, Academic & Overload
- Process all new hire paperwork (faculty/classified/adjunct/Professional Experts), enabling new hires to obtain email addresses and parking permits
- Final authorization to area Deans on all employees's employment paperwork completion
- Collection of all time sheets for processing to District Office payroll, including:
 - Hourly
 - Classified
 - Sub Pay
 - Student Payroll Worksheets
- Assist employees with changes in direct deposits, W-4 changes and changing emergency contacts
- Evaluation center for all classified, faculty (including scanning of student evaluations on faculty) and Class Climate loading for confidential management
- Process DMV auto agreements and verify insurance coverage for all BC drivers, including those using company vehicles
- Processing of Special Compensation Agreement
- Expedite all adjunct employment pools for area Deans, including placement on website
- Facilitate all BC hiring committees to include management, faculty, classified and any part time employment
- Facilitate all Volunteer Agreements from throughout the campus
- Handle all equivalency packets for review by committee
- Headquarters for District and BC Professional Development - Faculty and Classified
- Record and track training in KCCD-wide Banner computer system
- Initiate campus retirement paperwork and other terminations to include employment clearing form, exit interview, return of campus keys and return of parking permits

Human Resources (/hr)

Job Postings (<https://careers.kccd.edu/>)

For More

Want to join the BC team?
Check out our Job Listings (<https://careers.kccd.edu/>)

Forms for current employees are available on InsideBC. (<https://inside.bakersfieldcollege.edu>)

PDF READERS

This web site uses files in Adobe Acrobat Portable Document Format (pdf). To view or print these files you must install the free Adobe Reader or another PDF reader program such as the Foxit Reader.

» Adobe Acrobat Reader

(<http://www.adobe.com/products/acrobat/readstep2.html>)

» Foxit Reader

(<http://www.foxitsoftware.com/downloads/>)

SOCIAL MEDIA

Facebook

(<https://www.facebook.com/BakersfieldCollege>)

Delano Facebook

(<https://www.facebook.com/BakersfieldCollegeDelanoCampus>)

Twitter (<http://www.twitter.com/bcrenegades>)

YouTube

(<http://www.youtube.com/user/BakersfieldCollege>)

President's Blog

(<http://bcpresident.wordpress.com/>)

BUSINESS HOURS

M-Th: 7:30 am - 5:30 pm

F: 8 am - 12 pm

Closed Saturday & Sunday

CONSUMER INFORMATION

Campus Safety Booklet (/download/13407)

Crime Report (CLERY) (/download/5871)

Student Right to Know (/node/1302)

Report Misconduct

(<https://secure.ethicspoint.com/domain/media/en/gui/22328/index.html>)

Register to Vote

(http://www.sos.ca.gov/elections/elections_vr.htm)

ACCREDITATION

Bakersfield College is accredited by the **Accrediting Commission for Community and Junior Colleges** (<http://www.accjc.org/>) of the **Western Association of Schools and Colleges** (<http://www.acswasc.org/>). The ACCJC is one of the six regional accrediting bodies recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

» Accreditation Website (/accreditation)

CAMPUSES & CENTERS

Bakersfield Campus

1801 Panorama Drive

Bakersfield, CA 93305

(661) 395-4011

BC Online

(661) 395-4421

Delano Campus

1450 Timmons Ave.

Delano, CA 93215

(661) 720-2000

Google Maps

web@bakersfieldcollege.edu

(<mailto:web@bakersfieldcollege.edu>)

Copyright © 2014, Bakersfield College

