

DIRECTOR OF EMPLOYMENT SERVICES, EQUITY AND DIVERSITY

The Director of Employment Services, Equity, and Diversity manages the recruitment and employment services for the District; implements activities to promote broad outreach to potential applicants; provides cultural competency and inclusiveness training for faculty and staff; develops trainings and activities focused on increasing the diversity of the District workforce; analyzes applicant information; researches advertising sources and implements outreach efforts; prepares marketing materials for employment opportunities; develops and maintains procedures, guidelines and forms; provides procedural trainings to screening/interview committees; plans recruitment timelines; reviews and creates job announcements, interview questions and candidate assessment exercises for recruitments; determines salary placements and makes job offers; may conduct salary surveys. The manager of Employment Services, Equity and Diversity reports to the Assistant Vice Chancellor of Human Resources.

Representative Duties

1. Plans, organizes, and coordinates recruitment activities; confers with individuals, departments and committees to define position, selection criteria, timeliness, etc. for all open positions.
2. Gives group presentations regarding recruitment guidelines and committee responsibilities related to selection procedures, development of interview questions/skills tests and writing exercises, and Equal Employment Opportunity and inclusiveness guidelines.
3. Plans and conducts screening committee, diversity, and EEO trainings.
4. Reviews recruitment paperwork for completeness and accuracy such as job announcements, interview questions, record sheets, etc.
5. Designs and researches costs and submission requirements for advertisements and confirms placement of advertisements in various sources to ensure that applicant pools are large and diverse; researches new methods for outreach to candidates for recruitments and maintains recruitment budget.
6. Responds to applicants' inquiries both orally and in writing.
7. Reviews application materials to verify minimum qualifications for positions/pools are met.
8. Reviews interview questions and other assessment exercises; offers suggestions to clarify ambiguous inquiries.
9. Determines salary placements for classified and management employees and makes job offers.
10. Assists in developing and implementing new initiatives to streamline recruitment processes; may maintain and update department website.
11. Establishes and maintains the Applicant Tracking System, personnel requisition management and hiring management programs.
12. Develops and implements trainings for faculty and staff on cultural competency, inclusiveness and diversity and other related topics.

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13. Plans, organizes and provides leadership for programs and activities designed to foster a District climate of respect, equity, inclusion and diversity.
14. Collects, analyzes and manages data reports, plans and other forms of recruitment statistics. Analyzes recruitment and employment data to ensure that adverse impact is not affecting applicants for recruitment.
15. Coordinates recruitment activities, fairs, workshops and informational sessions for potential applicants.
16. Serves as a member of the Human Resources Committee (HRC) and implements recommendations for improving outreach to candidates and inclusiveness and diversity for faculty and staff.
17. Prepares reports regarding applicant and employee demographics and serves as a resource for District staff and the general public for recruitment, employment, and faculty and staff diversity and inclusiveness issues.
18. Coordinates hiring committee EEO monitor assignments, and serves as a resource for EEO monitors and screening/interviewing committees.
19. Trains, supervises and evaluates specific classified staff in the recruitment area; coordinates and provides direction to other staff in the Human Resources Department.
20. Serves on District-wide committees or chairs ad hoc or college committees as appropriate.
21. Performs other duties as assigned and serves as a backup to the Assistant Vice-Chancellor of Human Resources.

Knowledge and Abilities

Thorough Knowledge of:

1. Principles and practices of Human Resources management.
2. Federal, state and local laws, governing recruitment, employment and equal opportunity for faculty, management and staff.
3. Recruitment, selection and retention strategies.
4. Issues of cultural diversity and Equal Opportunity principles and legal requirements.
5. Research techniques and statistics in personnel matters, classification, job analysis, recruitment selection, and benefit administration.
6. Software packages for recruitment, personnel, spreadsheets and databases.

Ability to:

1. Gather and analyze data, reason logically and draw valid conclusions.
2. Analyze situations and make appropriate decisions and/or recommendations.
3. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.

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4. Clearly communicate ideas and recommendations.
5. Write clear and concise reports.
6. Work with and provide direction to other employees in the completion of the day-to-day work.
7. Establish and maintain cooperative working relationships.
8. Use computerized records, statistical packages and spreadsheets.
9. Maintain confidentiality of non-public information.
10. Successfully work with the many constituencies involved in recruitment and employment.

Minimum Qualifications

Education:

- Bachelor's Degree from an accredited college or university in Human Resources Management or Personnel services, Public Administration, Business Administration or a related area and a minimum of three (3) years of work experience in a Human Resources Department.

Experience:

- At least one (1) year of supervisory or work coordination experience
- Three (3) years of full-cycle recruitment experience

Preferred Experience:

- Experience in a public sector Human Resources environment.
- Experience implementing and maintaining an EEO Plan.
- Experience in developing and implementing equity, diversity and inclusion programs, trainings, or workshops