

EMPLOYMENT SERVICES MANAGER

CLASS SUMMARY

Under general direction, directs, coordinates, plans, develops, implements and is responsible for conducting the full range of functions associated with the major personnel program areas including employment, classification, compensation, affirmative action, human resources information systems, benefits and records. Incumbents are responsible for interpretation and application of policies, procedures, practices, regulations and collective bargaining agreements. Assumes and performs related duties as assigned.

REPRESENTATIVE DUTIES

Provides advice and assistance to all levels of employees and the public on a wide range and variety of issues related to employment; plans, develops, coordinates, and implements effective recruitment strategies including job fairs, advertisements, postings and distributions; provides staff services related to employment including orientation of screening committees; reviews and verifies personnel requisitions, vacancy announcements, and screening methods including development and/or review of interview questions and employment tests; reviews selection criteria; analyzes statistics for applicant pool diversity; coordinates and monitors the efforts of the screening committees in the selection processes to insure compliance with appropriate laws, rules, regulations and procedures and measures effectiveness of recruitment plan; oversees the maintenance of a computerized applicant tracking system and implements the requisition management program; reviews and certifies part-time faculty minimum qualifications; explains and provides information regarding minimum qualifications in any discipline and the district's equivalency process; offers employment to classified staff; determines initial salary placement for employees and initiates hiring of new employees; establishes job codes; works with employees in gaining an understanding and acceptance of the classification program; assists in reviewing the classification structure of the college to insure that the positions are properly allocated; prepares through research and analysis, statistical data and materials related to collective bargaining and management of the collective bargaining agreements; serves as a resource person in collective bargaining; conducts and responds to employment related surveys; serves as a resource to staff, shared governance councils and/or committees; maintains membership in community college organizations as appropriate to job responsibilities and attends meetings and conferences; prepares informational data for distribution to employees or organizations and processes documents pertaining to recruitment, screening and employment; monitors district's compliance with regulations related to employment, affirmative action and equal employment opportunity to maintain effective fair employment practices and programs; coordinates and directs the work of staff to accomplish related tasks; interprets local policies and procedures to facilitate understanding and processing of documents related to employment;

EMPLOYMENT SERVICES MANAGER cont'd

works with the public and/or employees to resolve difficult issues related to employment and receives and handles complaints from applicants; may conduct special studies to identify long and short range personnel needs of the district; meets with employees to provide advice and guidance on personnel matters which require a high level of technical skill in one of the major personnel program areas, and a thorough knowledge of other personnel management program areas; prepares and administers the recruitment budget and manages the use of recruitment funds; prepares the Faculty and Staff Diversity Expenditure and Performance Reports; assesses the Human Resources Department's automation needs and makes recommendations to improve and enhance Human Resource Information Systems (HRIS); coordinates with Information Technologies Services in the development, implementation and maintenance of the Human Resource Information Systems (HRIS); provides training/workshops on Staff Diversity/Affirmative Action, recruitment and employment regulations.

ORGANIZATIONAL RELATIONSHIPS

This position is designated as a management_employee and reports to the Assistant Vice Chancellor of Human Resources. It has the key responsibilities of establishing program objectives, general plans, schedules, and priorities in the area of employment; reviews and makes recommendations on individual case decisions when policy matters or precedents are involved. This position reports to the Executive Vice Chancellor for matters involving the District's Staff Diversity/Affirmative Action Plan, programs and activities. The judgment and recommendations of the Employment Services-Manager are relied upon significantly in the final decisions regarding specific personnel issues. This position coordinates and provides direction to other employees in Human Resources Department.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

A Bachelor's Degree in Human Resources Management, Personnel Administration, Business Administration or related area, and two years of experience in the primary personnel program area of assignment, i.e., employment, benefits, records, etc. Experience with and/or knowledge of Affirmative Action and Equal Employment Opportunity laws, regulations and policies, and Experience in giving oral presentations. At least one year of supervisory related or employee work coordination experience.

EMPLOYMENT SERVICES MANAGER cont'd

Knowledge and Abilities

Thorough knowledge of: the principles and practices of personnel management; research techniques and statistics in personnel matters, classification, job analysis, recruitment, selection, benefits administration, human resources information systems including software packages for personnel, word processing, spreadsheet, and databases, needs assessment and/or any combination of personnel methods and practices appropriate to the position.

Ability to: gather and analyze data, reason logically and draw valid conclusions; analyze situations and make appropriate decisions and/or recommendations; quickly learn and effectively interpret and apply rules, regulations, and precedents to personnel issues and develop working solutions; clearly communicate ideas and recommendations; write clear and concise reports; work with and provide direction to other employees in the completion of the day-to-day work; establish and maintain cooperative working relationships; use computerized records, statistical packages and spreadsheets; maintain confidentiality of non-public information.

Skills: evidence of interpersonal relations skills that demonstrate the capability to work with the many constituencies involved in recruitment and employment.

License: valid California Motor Vehicle Operator's license with a driving record that meets minimum standards established by the district's insurance carrier.

9/4/01