FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Employment and Classification Coordinator

BASIC FUNCTION:

Under the direction of an assigned supervisor, implement the District employment policies and guidelines through training and acting as a resource to search and selection committees; assist in the delivery of equal employment opportunity training for District and campus personnel; support the District's equal opportunity and diversity efforts to hire through outreach, recruitment, and training activities; and assist in providing classification information to District staff and other outside entities.

REPRESENTATIVE DUTIES:

1. Develop, recommend, and implement program plans and objectives; coordinate delivery of services to program participants; assure participation guidelines are followed.

2. Implement the District's employment policies and guidelines through training; act as a resource to search and selection committees.

3. Coordinate the delivery of equal opportunity and employment training for District and Campus personnel; support the District's diversity efforts through outreach, recruitment, and training activities.

4. Serve as a liaison between Employment Services, campus personnel, external agencies, and applicants.

5. Establish links to special populations and community groups for recruitment purposes.

6. Research, develop, and implement recruitment plans for vacant positions utilizing outreach, print, and electronic mediums.

7. Support community-based recruitment activities through contact and visitation.

8. Compose and write a variety of materials, including position announcements, recruitment literature, and ad copy.


10. Assist in providing instructions and support to the classification process to staff and outside entities.

11. Revise and maintain job descriptions regarding ADA and equal opportunity; act as a resource to District personnel regarding classification issues; assist in maintaining the Classification Services web-site.

12. Assist in completing salary surveys and questionnaires; assist in responding to classification inquiries.

13. Prepare classification and reclassification materials for meetings; assemble packets; collect occupational data as requested; and coordinate meetings.

14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Planning and coordinating the day-to-day activities.

3. Development and presentation of programs and workshops.

4. Budget monitoring and control.

5. Oral and written communication skills.

6. Research techniques.

7. Principles of training and providing work direction to others.

8. Interpersonal skills using tact, patience and courtesy.

9. Operation of a computer and assigned software, including the Internet and web page maintenance.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Provide direction and guidance to the day-to-day operations, problem solving and Decision-making.

3. Implement program policies and guidelines.

4. Provide for program reporting and accountability.

5. Prepare comprehensive program reports and reviews.

6. Provide work direction and guidance to other program personnel.

7. Monitor program budgets.

8. Interpret, apply and explain rules, regulations, policies and procedures.

9. Establish and maintain cooperative and effective working relationships with others.

10. Operate a computer and assigned office equipment.

11. Analyze situations accurately and adopt an effective course of action.

12. Meet schedules and time lines.

13. Work independently with little direction.

14. Plan and organize work.

15. Remain current regarding trends in assigned field.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree in a related field and one year related work experience in human resources, personnel, employment, or recruitment.

WORKING CONDITIONS:

ENVIRONMENT:
1. Office environment.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information and make presentations.

2. Dexterity of hands and fingers to operate a computer keyboard.

3. Seeing to read a variety of materials.

DATE APPROVED: August 2, 2004
RANGE: N-48