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

Employment Services Technician

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate and implement the employment process for the Employment Services office; serve as initial contact with the public and staff regarding employment and search processes including recruiting and advertising.

REPRESENTATIVE DUTIES:

1. Develop and create advertisements for job opportunities in the District; develop, plan and organize timelines for advertising; coordinate with departments within the District regarding placing ads for hourly, casual, management, faculty, classified and other employees; verify invoices and process check requisitions for ad payments.

2. Create and develop brochures for mailings and recruitment; communicate with agencies and publications regarding the needs of Employment Services; prepare for bulk mailings.

3. Review staffing requisitions and coordinate with administrators regarding job characteristics; prepare job announcements; respond to requests for information and applications; prepare and maintain a filing system for applications received.

4. Close positions for search committees and compile workbook information including entering application information into a computerized database and reviewing applications for position compliance; maintain records of applicants interviewed and hired; create letters for applicants not selected for interview.

5. Utilize and function within various technical computerized systems used in recruitment for the District.

6. Assure compliance with Affirmative Action and Equal Employment policies and procedures throughout the employment process.

7. Communicate with management, faculty, staff and the public regarding the employment process.

8. Operate a computer, calculator, copier and other assigned office equipment.

9. Represent Employment Services at a variety of meetings, conferences and recruitment fairs.

10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Affirmative Action/EEO laws and regulations.

2. Employment practices, policies and procedures.

3. Effective methods used in employment and recruiting practices.
4. Advertisement techniques including ad composition and brochure development.

5. Financial and record-keeping techniques.

6. Modern office practices, procedures and equipment.

7. District organization, operations, policies and objectives.

8. Operation of a computer and assigned software.

9. Oral and written communication skills.

10. Interpersonal skills using tact, patience and courtesy.

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. Coordinate and implement the employment process for the Employment Services office.

3. Serve as initial contact with the public and staff regarding employment and search processes.

4. Compose, create and develop advertisements and brochures for employment opportunities.

5. Assure compliance with Affirmative Action and Equal Employment policies and procedures throughout the employment process.

6. Communicate effectively both orally and in writing.

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

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

9. Maintain a variety of records and files.


11. Operate a computer and related office equipment.

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

13. Meet schedules and time lines.


15. Work independently with little direction.

16. Plan and organize work.
**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate’s degree in business administration with coursework in human resources and two years employment or recruitment experience involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

1. Office environment.
2. Constant interruptions.

**PHYSICAL ABILITIES:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Sitting for extended periods of time.

**HAZARDS:**

1. Contact with dissatisfied or abusive individuals.

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DATE APPROVED: March 1, 1999
RANGE: N-42
EEO-CATEGORY: H-50