BASIC FUNCTION:
Under the direction of an assigned supervisor, coordinate equal opportunity in employment. Oversee and assess employment needs and meet District needs by developing position announcements, establishing recruiting strategies and interviewing applicants for positions; recruit locally, statewide and nationwide; oversee the functions of Employment Services; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

1. Oversee and assess employment needs and meet District needs by developing position announcements, establishing recruiting strategies and interviewing applicants for position.

2. Perform a variety of duties related to the recruitment of general and specific positions; recruit locally, statewide and nationwide utilizing a variety of sources including newspapers, flyers, journals, e-mail and web pages; represent the College to professional organizations, other academic institutions, and agencies in various industries for recruitment purposes.

3. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline and terminate personnel according to established policies and procedures.

4. Coordinate and support large-scale projects; collaborate with employee groups and senior management.

5. Perform search and selection committee work involving committee composition, training and serving; assist committee chairs with assembling a committee with the correct representation, training on process, equal opportunity; assist in question development, testing, and reference checking.

6. Supervise the functions of Employment Services including establishing and reviewing office set up, applicants, processing methods for requests and applications, establishing standards for required documentation for legal and reporting purposes, maintaining databases and supervising assigned personnel.

7. Develop and coordinate equal opportunity training with the Campus Diversity Coordinators.

8. Appoint and train employees to serve as equal opportunity representatives.

9. Respond to and facilitate resolution to diversity concerns of search and selection committees.

10. Design recruitment strategies to assure diverse applicant pools.

11. Serve as an equal opportunity representative on key search and selection committees.

12. Report diversity statistics to State and federal agencies facilitating diversity discussions.

   Assist in the development of diversity strategic planning for the District.

13. Serve as an information resource for reports, historical information, procedures, policies, and options and possibilities for staffing.

14. Oversee and maintain assigned departmental budget; monitor and control expenditures in accordance with established limitations.
15. Communicate with various departments within the District regarding staffing, employment, and equal opportunity issues as needed; reserve and respond to various issues related to affirmative action.

16. Perform special projects; analyze needs, develop solutions and establish timelines, costs, and staffing needs for projects.

17. Operate a computer and other office equipment as assigned.

18. Prepare and maintain a variety of files, records and reports.

19. Serve as a technical resource for computer related issues including database development, software usage, server maintenance and other issues.

20. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Various recruitment and interviewing techniques.

2. Modern office practices, procedures, and equipment.

3. Record-keeping techniques.

4. District organization, operations, policies, and objectives.

5. Oral and written communication skills.

6. Applicable sections of State Education Code and other applicable laws, rules, and regulations related to employment, equal opportunity and other assigned activities.

7. Technical aspects of field of specialty.

8. Interpersonal skills using tact, patience, and courtesy.

9. Operation of a computer and applicable software.

10. Principles and practices of supervision and training.

11. Research and analysis techniques.

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. Oversee and determine employment needs and meet District needs by announcing positions, recruiting, and interviewing.

3. Recruit locally, Statewide and nationwide.

4. Oversee the functions of Employment Services.
5. Supervise and evaluate the performance of assigned personnel.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies, and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.
12. Work independently with little direction.
13. Plan and organize work.
14. Prepare and maintain of a variety of reports and files related to assigned activities.
15. Coordinate and support special projects.
16. Train individuals and groups.
17. Develop training programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in human resources or a related field, and three years increasingly responsible employment related experience.

WORKING CONDITIONS:

ENVIRONMENT:
1. Office environment.
2. Constant interruptions.

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 various materials.
4. Sitting for extended periods of time.
5. Bending at the waist, kneeling or crouching.

HAZARDS:
1. Contact with dissatisfied or abusive individuals.

DATE APPROVED: March 8, 2002
RANGE: 5-66
EEO-CATEGORY: H-30