

PALOMAR COMMUNITY COLLEGE DISTRICT

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EMPLOYMENT TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To coordinate the recruiting and hiring processes for classified and administrative positions District-wide; write, publish and distribute position announcements; conduct training sessions with selection committee members; and perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Supervisor, Employment Services while assuming independent responsibility and serving as a lead to other Employment Services staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Coordinate the recruiting and hiring processes for all regular District positions including classified, administrative and Child Development Center teacher positions; assuming sole responsibility for all assigned recruitments and work independently of supervision; ensure compliance with federal, state and District laws and regulations regarding employment for all recruitments.
2. Draft, publish and distribute position announcements; research advertising sources and draft and place advertisements in print publications and on websites.
3. Maintain and update the Human Resource Services website with new positions and employment information.
4. Input position and applicant data into the department's applicant management system (PeopleSoft); run applicant lists and other reports related to recruiting.
5. Organize applicant materials; check materials for completeness; delete inappropriate information from applications.
6. Review and evaluate applications, including transcripts and supplementary materials, for completeness and compliance with applicable laws and regulations; screen applications for minimum qualifications of education and experience according to established guidelines; route applications to selection committees for review.

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7. Conduct training sessions with selection committee members, explaining policies and procedures and responding to questions and/or concerns regarding the recruitment process; maintain database of trained committee members.
8. Assist selection committees in developing application screening criteria and interview questions; review screening criteria and interview questions for conformance with state and federal laws and regulations and College policies and procedures; make recommendations for improvement and compliance with laws and regulations based on established guidelines.
9. Schedule applicant interviews; notify applicants of their status throughout the recruiting process; send letters to applicants containing instructions regarding the interview process; send letters to applicants not selected for interviews/positions; respond to applicants' questions and provide appropriate information as needed.
10. Make job offers to hired candidates; communicate hiring information to other Human Resource Services employees and create Governing Board agenda items to ensure Governing Board approval and benefits orientation.
11. Explain employment policies, procedures, rules and regulations to College personnel, applicants, students and the general public.
12. Maintain confidentiality of all recruiting materials.
13. Direct work of other employees and review for accuracy.
14. Perform a variety of general clerical and administrative duties and operate office equipment including multi-line telephone, computer, typewriter, copier and printer.

Marginal Functions:

1. Develop and maintain a variety of statistical records and files related to recruiting.
2. Maintain and update forms, mailing lists and labels.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and procedures of human resources administration and recruiting.
Methods and techniques of writing position announcements and other recruiting materials.
Principles and procedures of record-keeping.
Modern office procedures, methods and equipment including computers and associated word processing, spreadsheet and database software.
Principles of business letter writing and basic report preparation.
Pertinent Federal, State and local codes, laws and regulations related to employment.

Ability to:

Coordinate the recruiting and employment process for all District positions.
Understand and implement College policies and procedures related to recruiting and employment.
Write and advertise position announcements.
Conduct training sessions with groups of selection committee members.
Operate office equipment including computers and associated software.

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Prepare clear and concise reports.

Work with detailed and confidential information.

Type at a speed necessary for successful job performance.

Respond to requests and inquiries from applicants and employees.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible recruiting and hiring experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college-level course work in human resource management, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.