

PALOMAR COMMUNITY COLLEGE DISTRICT

SUPERVISOR, EMPLOYMENT SERVICES

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

Oversee and coordinate all activities related to the recruitment and selection of the classified, administrative, and tenure-track faculty positions in the District; collect and compile employment and recruitment information and respond to internal and external requests for such information; supervise classified, student and hourly personnel reporting to the position.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Human Resource Services Manager and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

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

1. Develop recruitment plans for a wide variety of faculty, classified and administrative positions.
2. Oversee publication of recruitment brochures, job announcements, advertisements and other recruitment materials.
3. Coordinate employee recruitment activities, including College participation at job fairs, regular and special advertising of vacancies, and presentations to employees as needed.
4. Coordinate employee selection activities with selection committee chairs and administrators.
5. Prepare and deliver selection committee orientations and District Compliance Officer training sessions.
6. Review employment selection materials, including applications and college transcripts, for completeness and conformance with state and federal laws and regulations, and College policies and procedures, making recommendations for change as necessary.
7. Screen applications for minimum qualifications.
8. Review selection committee results and final selection recommendations.
9. Ensure applicants' eligibility for employment with regard to citizenship status and criminal history.
10. Compute academic salary placement for new faculty, using established formulas.

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11. Prepare and make offers of employment.
12. Forward hiring information to the Governing Board for approval.
13. Select, train, supervise and evaluate staff involved in employee recruitment and selection including clerical and paraprofessional staff, hourly employees and student employees.
14. Oversee preparation of recruitment and selection statistics for state and federal reporting.
15. Respond to difficult, sensitive and confidential requests from applicants and employees.
16. Respond to external requests for information concerning District employment and selection practices.
17. Support, implement and promote compliance with the District's Equal Employment Opportunity Plan in all aspects of employment and education.
18. Encourage sensitivity to and understanding of the diverse backgrounds of the Palomar College community in staffing, curriculum, programs and services.
19. Participate in shared governance through service on planning and/or operational committees and task forces.
20. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and procedures of human resources administration and recruiting policies and procedures.
- Pertinent federal, state and local codes, laws, and regulations governing employment in the public sector in general, and in the California Community Colleges in particular.
- Modern office procedures, methods and equipment using computers and applicable software programs, including applicant management systems.
- Principles of selection, training and supervision.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- English usage, spelling, grammar and punctuation.

Ability to:

- Coordinate the recruiting and employment processes for all District positions.
- Analyze and evaluate transcripts and other application materials for compliance with applicable District guidelines.
- Calculate complex salary placements of academic employees in conformance with District policies.
- Ensure accuracy in all documents, reports, correspondence and publications released to the College community and the public.
- Manage multiple simultaneous assignments.

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Ability to:

- Prepare clear and concise reports.
- Work with detailed and confidential information.
- Communicate clearly and concisely, both orally and in writing.
- Train, supervise and evaluate personnel.
- Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

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

Experience:

Three years increasingly responsible technical human resources recruiting experience including supervisory or lead responsibilities. Recruiting and selection experience in the public sector (especially in an educational setting) and proficiency using Microsoft Office and PeopleSoft preferred.

Education/Training:

Equivalent to completion of the twelfth grade supplemented by college level course work in human resources, business, education or a related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students and the public.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to other District locations.