

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Director, Employment & Professional Development

Unit: Management

Page: 1 of 3
Job Code: C3750
Original Date: 03/1996
Last Revision: 09/2003
Staff Type: Classified
FLSA status: Exempt
Salary Range: 16

DEFINITION

Under general supervision of the Vice Chancellor of Human Resources and Administrative Services, plan, organize and manage the District-wide employment program including recruitment, testing, interviewing, selecting and hiring of all full and part time administrative, classified, and academic staff. Ensure compliance with laws, rules and regulations pertaining to all aspects of recruitment and hiring staff.

EXAMPLE OF DUTIES

1. Plan, organize, manage and allocate staff and fiscal resources to support recruitment, selection, testing and hiring of qualified candidates for administrative, academic and classified positions; provide leadership, consultation, training, and advice.
2. Develop new selection devices and techniques; monitor and improve existing selection devices to maintain the effectiveness of the selection system; research, develop and prepare test items; assure validity of test items through review by subject matter experts as necessary; assure compliance with federal and State laws regarding testing; administer or supervise the administration of tests.
3. Provide advice and assistance to campus and site administrators concerning selection procedures and hiring processes; coordinate with all selection committees to ensure the timely recruitment of all vacant positions; determine sources of focused recruitment to ensure diversity of candidate pools. Guide hiring committees to ensure selection and legality; review and authorize questions and criteria to be asked of candidates in application packages and during interviews to ensure legality of the processes.
4. Approve requisitions for open positions, related questions and criteria, job announcement information, recruitment and hiring plan (including allocation of staff and financial resources), and selection devices and techniques; design or approve the designing of recruitment brochures, bulletins and supplemental applications; and determine job fliers, job announcement publicity and outreach.
5. Coordinate Americans with Disabilities Act policies and procedures. Work in conjunction with District managers and Employee Relations staff to resolve employee performance issues that require fitness for duty exams.
6. Oversee fingerprint procedures and submissions to the Department of Justice (DOJ). Review and disseminate background reports. Rule on applicants and employees who have convictions as they affect employment with CA Community Colleges. Ensure compliance with DOJ fingerprinting rules and procedures.
7. Train, assign, supervise, and evaluate assigned staff; recommend personnel actions including disciplinary actions and dismissals.
8. Develop and recommend annual budget for assigned functions; monitor expenditure of funds throughout fiscal year.
9. Provide constructive feedback to unsuccessful job candidates as requested; respond on behalf of the District to complaints by job applicants; investigate and research background of compliant; serve as the first line of defense in resolving employment hiring issues.

10. Identify local, state and national trends in recruitment and hiring procedures and administration; assist in development of new and revised rules, regulations, policies and procedures.
11. Direct the collection, assembly and reporting of data needed to support District selection procedures used to meet federal and state requirements relating to recruiting and hiring processes; prepare the annual staff diversity report for the State Chancellor's office detailing the expenditures of the Employment Office.
12. Work closely with other human resources professionals within the department; coordinate efforts with related areas such as classification and compensation and other technical areas; assure that knowledge and abilities are accurately identified for each classification to ensure proper testing and/or evaluation.
13. Counsel District administrators, managers, supervisors and others on the relevance of federal and State laws affecting assigned functional area; review proposed personnel actions for conformity with regulations, classification standards or correct personnel practices. Direct committees and individuals on appropriate processes; provide training and workshops for employees and public.
14. Represent the District at a variety of meetings at numerous locations.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

American's with Disabilities Act (1990).
California Community College Chancellor's Office rules and regulations.
Department of Justice fingerprinting regulations and procedures.
District organization, operations and objectives.
District rules, regulations, policies and procedures.
Federal and State legislation and guidelines related to Diversity and EEO Compliance, employment and other pertinent areas.
Methods of developing selection devices.
Methods of grading test items and assuring job relevance.
Oral and written communications skills.
Practices and techniques used in selection, promotion and retention of academic and classified employees.
Principles and trends of public personnel administration.
Public employment classification systems.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze data and information, reason logically and develop and present alternative solutions.
Analyze, explain and apply laws, rules, regulations and contracts.
Conduct effective internal investigations.
Conduct research studies.
Coordinate selection program with other elements of personnel administration and organization.
Direct committees and individuals with and through processes.
Interview personnel and prepare insightful analyses of strength and weaknesses.
Plan and conduct validation studies and review of job-related selection instruments.
Recruit administrative, academic and classified personnel.
Train, supervise and evaluate others.
Technical writing.
Verbal and written communication.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in Personnel Management, Public Administration or related field and at least five years public sector personnel management experience involving recruitment and selection including at least four years in a supervisory capacity.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. May involve travel between sites.