

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Director, Employment & Professional Development

**Unit:** Management

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**Job Code:** C3750  
**Original Date:** 03/1996  
**Last Revision:** 09/2018  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 18

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### DEFINITION

Under general supervision of the Vice Chancellor, Human Resources, plan, organize, coordinate, and direct the district-wide employment program, including recruitment, testing, interviewing, selecting, and hiring all full- and part-time administrative, classified, and academic staff. Design, direct, and oversee all activities related to the Professional Development Program, including ensuring compliance with mandated training requirements.

### 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 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; determine job fliers, job announcement publicity, and outreach.
5. Design, direct, and oversee all activities related to the Professional Development Program, including leadership development, mentorship programs, job-specific training, and enrichment opportunities; ensure compliance with mandated training requirements.
6. Oversee fingerprint procedures and submissions to the Department of Justice (DOJ). Review background checks, criminal reports, and subsequent arrest reports for employees and applicants who have received conditional job offers. Rule on applicants and employees who have convictions as they affect employment with CA Community Colleges.
7. Review all Visa and immigration eligibility matters related to applicants and current employees, including submission of federally-mandated I9 Immigration Eligibility Forms.
8. Direct staff regarding annual functions, such as Faculty Service Area application period, service award recognition, and employee of the year awards.
9. Train, assign, supervise, and evaluate assigned staff; recommend personnel actions including disciplinary action and dismissals.

10. Develop and recommend annual budget for assigned functions; monitor expenditure of funds throughout fiscal year.
11. 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 complaint; serve as the first line of defense in resolving employment hiring issues.
12. 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.
13. 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.
14. 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.
15. Counsel District administrators, managers, supervisors, and others on the relevance of federal and State laws affecting assigned functional areas; 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.
16. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- American's with Disabilities Act.
- Applicable sections of California Education Code.
- 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.
- Information management techniques, including use of computers to compile and analyze data.
- Information systems operations, capabilities, and applications related to Professional Development.
- Methods of developing selection devices.
- Methods of grading test items and assuring job relevance.
- On-line application systems and web-based recruitment tools.
- Oral and written communications skills.
- Practices and techniques used in selection, promotion, and retention of academic and classified employees.
- Principles and trends of public human resources administration.
- Principles and practices of administration, supervision, and training.
- 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 both orally and in writing.
- Analyze, interpret, explain, and apply laws, rules, regulations, and contracts.
- Communicate complex concepts through technical writing.

Communicate effectively both orally and in writing.  
Conduct effective internal investigations.  
Conduct research studies.  
Coordinate selection program with other elements of personnel administration and organization.  
Design and direct a professional development program.  
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.  
Establish and maintain effective working relationships with others.  
Interview personnel and prepare insightful analyses of strength and weaknesses.  
Operate computers and business-related software, including word processing, spreadsheets, and databases.  
Plan and conduct validation studies and review of job-related selection instruments.  
Recruit administrative, academic, and classified personnel.  
Train, supervise, and evaluate others.

Training and Experience:

Any combination of training and experience equivalent to: a Master's degree in business or public administration, human resources management, or related field and six years of progressively responsible experience in human resources management involving recruitment and selection, preferably in an educational setting or other public agency related to a large and diverse work force.

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

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