

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Placement Officer
Unit: Supervisory and Professional

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Job Code: D1240
Original Date: 07/1989
Last Revision: 07/2024
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 01

DEFINITION

Under the general supervision of a dean, or other assigned manager, plan and implement a comprehensive job placement services program for students and graduates; oversee technical/vocational follow-up research studies for students, programs, and employers.

EXAMPLE OF DUTIES

1. Implement job placement services for students and graduates; design programs as part of the curriculum for job-seeking skills; make classroom presentations as requested.
2. Plan, direct, and oversee studies to evaluate vocational/technical student and programs. Perform research and longitudinal studies on students, graduates, and employers for State reports.
3. Contact potential employers by telephone, written correspondence, and site visits to promote the programs of the college or continuing education centers to identify and develop career positions related to academic/vocational preparation; full and part-time, paid and non-paid internships, and other off-campus employment.
4. Supervise assigned employees; appraise performance, provide for technical direction and guidance, make employment recommendations.
5. Provide career advisement to students, including but not limited to career goals, requirements of specific occupations, job market trends, proper work habits, and techniques for competing for jobs, including appropriate grooming and dress, effective methods for completing job applications and preparing resumes, and interviewing methods.
6. Facilitate the interviewing of students to assist in completion of placement assistance request forms; maintain files of student applicants; conduct pre-screening of students to verify qualifications.
7. Supervise the receiving of job orders from employers; match students to jobs and maintain records of students placed in jobs.
8. Analyze available job market economic data and information. Research job market trends and requirements for a variety of occupations.
9. Coordinate contractual relationships with a variety of government funded programs.
10. Serve as a member of committees concerned with coordination of job placement services.
11. Perform special studies as requested.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code.
- Basic research and statistical methods.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Federal and State employment and compensation laws.
- Job development and placement methods and techniques.
- Labor market conditions and trends.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- Principles and practices of training and supervision.
- Principles of marketing.
- Principles of public administration and management planning.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Conduct research, analyze data, and prepare reports.
- Establish and maintain effective working relationships with others.
- Identify key requirements of occupations and skills relative to college and continuing education programs.
- Monitor, develop, and allocate assigned budgets.
- Networking within the community to publicize and promote offerings of colleges/continuing education.
- Read, interpret, and explain labor laws, affirmative action, wage, and salary regulations.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: Bachelor's degree in Business or any area of Human Resources and/or two years of increasingly responsible professional job development and placement experience, including supervisory experience.

License:

- Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

- Category III

Environment:

- Favorable usually involves an office.