

SENIOR EMPLOYMENT SERVICES MANAGER

DEFINITION

Supervises and coordinates classified recruitment, testing, and employee processing in the field employment offices of the Talent Acquisition and Selection Branch.

TYPICAL DUTIES

Coordinates and supervises the activities of technical-clerical supervisors in recruitment and test administration and in processing new employees.

Reviews and standardizes field employment office procedures.

Serves in a liaison capacity among the Employment Transaction Services Branch, Talent Acquisition and Selection Branch, and the Classified Employment Offices.

Establishes priorities for scheduling decentralized test, recruitment, and employee processing activities in coordination with assignment needs.

Provides technical supervision to the Mobile Testing Unit.

Develops District-wide recruitment campaigns for the decentralized program.

Prepares a variety of reports related to activities of the Classified Employment Offices.

Interprets laws, rules, and policies relating to recruitment and testing practices.

Confers with supervisors, administrators, and other District personnel regarding school staffing needs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Employment Services Manager oversees and coordinates decentralized recruitment and testing activities and processing of new classified employees.

A Senior Human Resources Specialist performs the more responsible and complex technical human resources work related to position classification, recruitment and employment selection, compensation, employee relations, appeals, training, and the formulation, development, and interpretation of human resources rules, policies, and procedures; and supervises technical and/or clerical employees:

An Employment Services Manager manages one or more classified employment field office(s) that is responsible for recruitment, testing, and employee processing.

SUPERVISION

General supervision is received from a Principal Human Resources Specialist. Supervision is exercised over technical- clerical supervisors and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

Test administration procedures

Interviewing techniques and practices

Recruitment sources and techniques

- Customer relations principles
- New employee processing procedures
- Basic concepts, practices, and principles of the merit system of personnel administration
- Laws, Personnel Commission rules, policies, and collective bargaining contract provisions pertaining to the functions of the classified personnel field offices in the District
- Principles of equal employment opportunity
 - Knowledge of federal and/or State laws or codes relative to employment eligibility
 - Supervisory practices and District disciplinary procedures
 - SAP and eRecruit
- Regulatory guidelines relating to employee selection and the employment of individuals with disabilities
- Testing accommodations for individuals with disabilities

Ability to:

- Organize, direct, coordinate, and review the activities of a multi-unit decentralized staff
- Supervise, motivate, train, and evaluate employees
- Formulate and express ideas clearly and concisely in oral and written communication
- Understand the employment related needs of various groups, including those who belong to ethnic/racial minority groups or have disabilities or other special challenges
- Work effectively with administrators, school personnel, and the public
 - Conduct formal and informal training
- Handle multiple tasks and prioritize tasks with strong organizational skills
- Interpret and explain rules, regulations, and policies
- Operate SAP And eRecruit Applicant Management System
 - Operate a personal computer to produce, retrieve, and store word-processing, e-mail documents, and spreadsheets

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in public personnel administration, psychology, tests and measurements, and report writing. Additional experience may be substituted for the required education on a year-for-year basis.

Experience:

Three years of technical personnel experience that included interviewing and test administration and two years in a supervisory capacity over at least three employees.

Special:

- A valid California Driver's License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the position at any time.

Reestablished and Retitled
from Senior Employment Office Supervisor
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JPK