

## EMPLOYMENT SERVICES MANAGER

### DEFINITION

Manages one or more field employment office(s) and is responsible for recruiting and testing applicants, and processing new employees. Serves as the employment advisor to school and local District offices.

### TYPICAL DUTIES

Serves as liaison to local District schools and offices regarding specific staffing needs.  
Exercises tact and judgment in explaining laws, Personnel Commission rules, procedures, and collective bargaining contracts to District staff, applicants, employee representatives, and the public.  
Represents the District and/or Personnel Commission at employment fairs, school advisory committees, community meetings, clerical training classes, employment-related workshops, and Principal and/or School Administrative Assistant meetings.  
Develops and administers recruitment strategies in response to specific staffing needs.  
Initiates contacts with community-based agencies or individuals to share District recruitment needs, job requirements, and/or testing procedures.  
Ensures that all federal, State, LAUSD, and/or Personnel Commission rules and/or guidelines are enforced relative to employment procedures.  
Designs recruitment flyers, on-line job announcements, social media outreach, and college job listings as part of an overall recruitment strategy.  
Confers with local district administrators in regard to specific staffing needs and formulates an efficient recruitment/testing strategy.  
Meets with and responds to specific employment inquiries from prospective applicants regarding job requirements, testing procedures and/or District needs.  
Organizes and oversees a continuous schedule of school-based employment written, performance and interview selection procedures.  
Reviews employment applications to determine employment eligibility.  
Administers employment assessment review procedures.  
Recruits, trains and participates on selection interview committees.  
Reviews and schedules requests for test accommodations.  
Oversees new hire processing, orientation, screens for appropriate requirements, and oversees fingerprinting operations.  
Monitors fingerprint requirements for volunteers, private school new-hires, or teacher credentialing applicants.  
Reviews candidate conviction records and recommends subsequent clearance or disqualifications.  
Oversees the training of field office staff in all facets of classified employment testing, scoring, and eligible list production, new employee processing and fingerprinting, employment assessment reviews and appeals, and the dispensing of employment information to the public.  
Establishes performance standards and evaluates staff.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

A Senior Human Resources Specialist performs the more responsible and complex technical human resources work related to position classification, recruitment and 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.

A Human Resources Specialist III performs professional-level, technical human resources work in the area of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development and may assist higher-level personnel in performing more complex assignments.

## SUPERVISION

General supervision is received from an Assistant Director, Personnel. Supervision is exercised over Principal Clerks, Senior Selection Technicians, Senior Personnel Clerks, Selection Technicians, and other technical and clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Basic concepts and practices of the merit system of personnel administration
- Recruitment sources and techniques
- Customer relations principles
- Employment assessment procedures
- New employee processing procedures
- Interviewing techniques and practices
- Laws, Personnel Commission rules, policies, and collective bargaining contract provisions pertaining to the functions of ~~a~~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

### Ability to:

- Exercise tact and judgment in explaining laws, Personnel Commission rules, policies, procedures, and collective bargaining contracts to District staff, applicants, employee representatives, and the public
- Supervise, motivate, train, and apply disciplinary procedures
- Make recruitment presentations in community meetings, workshops, and other outreach efforts
- Research and organize recruitment strategies, place online advertisements, create social media outreach, organize job fairs, and foster community contacts
- Plan, direct, and coordinate the activities of one or more field office(s)
- Effectively supervise, train, and evaluate employees
- Express ideas clearly, concisely and correctly in oral and written communication
- Develop effective recruitment campaigns
- Operate a personal computer, and terminal to produce, retrieve, and store word-processing, e-mail documents, and spreadsheets
- Operate SAP and eRecruit Applicant Management System
- Utilize sound judgment in problem solving and implementing assigned responsibilities
- Understand the employment-related needs and concerns of various groups, including those who belong to ethnic/racial minority groups or have disabilities or other special challenges
- Design recruitment flyers and brochures

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a Bachelor's degree, preferably in public administration, personnel management, testing, statistics, labor relations, or a closely related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

### Experience:

Two years of technical professional personnel experience which included recruitment, interviewing, and/or test administration.

or

Four years of experience in a supervisory position, which included office management experience and at least two years of experience in new employee processing, recruitment, employment test administration, and/or employee placement activities.

### Special:

A valid California Driver 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/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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