



POSITION DESCRIPTION

TITLE: Associate Director, Employment Services
FLSA STATUS: Exempt

CATEGORY: Professional
GRADE: F

JOB SUMMARY: Under the direction of the Executive Director of Human Resources, this position is responsible for overseeing all Human Resources activities related to the District's employment processes and areas related to employment services, pay systems, and classification and compensation.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:

YEARLY PERCENT OF TIME

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| 1. Responsible for overseeing employment services, pay systems and classification & compensation; provide supervision and guidance, review and approve documents pertaining to the different areas and recommend changes to department(s) operations. | 20% |
| 2. Responsible for the District's recruitment process, approve final announcements and advertisements for employment; finalize recruitment efforts and ensure advertising distribution; respond to correspondence for inquiries related to employment and ensure that the employment selection process is being followed and positions documented and authenticated and policies and procedures and laws related to employment are being followed. | 15% |
| 3. Oversee the classification and compensation area, to include, but not limited to developing, administering, and implementing procedures for the District's classification and compensation processes and systems, performance evaluation processes, salary and market studies, federal and state compensation laws and surveys, reclassifications, job descriptions, and other related classification and compensation processes and systems for the District. | 15% |
| 4. Oversee pay systems area, to include, but not limited to serving as the information resource to District staff members on items relating to application of workload rules, salary calculation methodology, management of pay transactions, personnel actions creating changes in pay and issues relating to scheduling of special payments; perform in-depth specialized audit of all District payroll for pay accuracy and appropriateness including high/low/zero audit, deductions, additional compensation and any specialized pay related issues; certify the audit results for delivery to the Comptroller. | 10% |
| 5. Oversee the District's applicant tracking process and ensure that all application materials are processed in a timely manner by employment services, proper correspondence is sent to applicants and are contacted regarding incomplete application materials. | 5% |

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| 6. Ensure that orientation sessions for hiring committees are being handled by employment services; committee responsibilities are being outlined and communicated along with policy and procedure information; and selection process timelines are being provided and respond to selection process questions. | 5% |
| 7. Supervise the personnel section of the agenda for the Board of Trustees and ensure accuracy of all entries; ensure proper documents (contracts & memos) are prepared; oversee related activities that include conducting and participating in surveys. | 5% |
| 8. Provide direction and guidance to assigned staff including onboarding, orientation, performance appraisal, professional development, coaching and counseling; participate in setting performance goals and priorities that contribute to departmental mission. | 5% |
| 9. Oversee the hiring of temporary employees; coordinate with external agencies to ensure that District demands for temporary employees are met and negotiate pay rates with external agencies to accommodate supervisor's budget; review I-9 forms and ensure they are being processed correctly and properly being handled and filed. | 5% |
| 10. Research issues related to policy development and recommend new or revised human resources policies and procedures; participate in short and long-term departmental goals and objectives and compile statistical data. | 5% |
| 11. Act on behalf of the Executive Director during the Executive Director's absence; perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: Direct supervision of assigned staff. Indirectly supervises full- and part-time staff assigned to the department.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Six (6) years of related experience.

CERTIFICATIONS/LICENSURES: Must have a valid driver's license. SPHR or PHR desired.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Knowledge of federal and state required Human Resources laws and regulations;
- Must be familiar with human resources system processes;
- Working knowledge of FMLA and ADA administration and compliance;
- Ability to analyze complex issues and facilitate issue resolution;
- Effective organizational and detail oriented skills;
- Ability to process and analyze information accurately; with attention to detail;
- Strong interpersonal and organizational skills;
- Experience supervising & managing personnel;
- Ability to interact with all levels of employees at the institution, as well as, any member of the community;
- Effective communications skills; both oral and written;

- Ability to effectively deliver public presentations, and to effectively present training and instruction;
 - Ability to manage multiple projects simultaneously;
 - Experience reviewing and recommending budgets;
 - Ability to handle and manage confidential information with the highest level of professionalism and integrity;
 - Strong computer skills with database and spreadsheet programs including Microsoft Excel;
 - Ability to maintain consistency in actions and practices, and general management skills.
2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, phone, fax, etc.)
3. **Software Used:** A variety of word-processing, spreadsheet, database software; HRIS, integrated administrative information system and network E-mail.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

POSITION TITLE:	Associate Director, Employment Services
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X

Employee Signature

Date