

Job Description

Job Title: **Employment Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2014**

Job Code: **061127**
 FLSA Status: **Exempt - E**
 Pay Range: **L 10**
 Work Year: **12 months**

SUMMARY: Forecasts, researches, develops, maintains, updates and administers programs, processes, and personnel in recruiting and staffing for all employees and substitutes to ensure availability of qualified applicants to meet District present and future operating needs. Recommends policies and procedures to optimize technology supporting the recruiting function as well as the substitute calling system.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Develops, maintains, updates and administers programs, processes, and personnel in recruiting and staffing for all employees. This includes the functions of advertising, posting, screening, testing, interviewing, extending job offers, job contract creation and distribution, references, recommendation of candidates, data entry, verification of experience, education, correct licensure and other pre-employment processes, and orientation.	D	25%
2. Researches, creates and recommends policies and procedures to optimize technology supporting the recruiting function as well as the substitute calling system. Researches technology, forecasts District and department needs, creates and implements long range plans to meet those needs. Ensures data integrity through system interfaces, elimination of redundant data and processes in the collection of and processing of data. Provides technical expertise in the Recruitment and substitute calling system arena and its interface(s) with other Human Resources, student database (SASI), and accounting functions. Researches, recommends, implements, create processes/procedures, trains personnel, in an applicant testing system.	D	20%
3. Coordinates a needs analysis for the present and long-range recruiting/staffing function. Documents PeopleSoft capabilities, customizations, costs and timetable, researches alternatives to PS including interfaces with PS, then submits a recommendation for a new or customized recruitment database. Manages and coordinates the implementation or customization.	W	10%
4. Determines the District's recruiting educational needs, both present and future, in the areas of screening, interviewing, selecting, and processing new and/or transferring employees. Designs course content, topics, and components to meet these needs. Coordinates with Staff Development in making education and instruction available through district in-services courses, online education, individual coaching, outside agencies or other delivery options.	M	10%
5. Strategically and proactively examines the recruitment functions for continued process improvement. Gathers metrics evaluating the results of various recruitment initiatives, job fairs, campus recruitment, professional journals, newspaper advertising, local and regional website recruitment. Makes recommendations and redistributes resources as appropriate. Ensures all recruitment material, publications, online information, etc., complies with HR and District guidelines.	M	10%
6. Hires, trains, provides direction to, gives performance feedback, mentors, and evaluates recruiting personnel. Encourages them to seek ways to work more effectively and efficiently, and to provide positive input into continuous process improvement for the recruiting function. Periodically reviews their job descriptions with them to ensure currency of document and communicate expectations.	D	5%
7. Ensures the accuracy of the content of the Human Resources portion of the District Website.	W	5%
8. Maintains currency on existing employment law. Makes process changes to comply with changes in state and Federal laws. Educates HR staff on those changes and how they affect processes and procedures. Incorporates new and changing information into District Recruiting Education programs. Establishes and maintains effective communication with other Human Resources and District management staff.	Ongoing	5%
9. As part of the HR Leadership Team, provides strategic planning in the areas of recruitment and staffing. Proactively ensures the integration of processes, policies and procedures within HR.	Ongoing	5%

8. Perform other projects and duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree required preferably in human resources or related field.
- Master’s degree desirable.
- Minimum of five (5) years of experience in human resources, with specific experience in recruitment and HRIS.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- PHR or SPHR certification preferred
- Criminal background check required for hire.
- Ability to travel among district locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and advanced analytical skills.
- Ability to accurately forecast, plan and follow through on projects.
- Mediation and problem solving skills.
- Knowledge of state and federal laws as they related to education and employment.
- Knowledge of Internet recruiting, web-based databases and human resources information systems (HRIS).
- Ability to effectively manage, mentor and lead others in the work process.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Advanced database skills, including query language..

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of PeopleSoft preferred; required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Human Resources Director	3099

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Human Resources Coordinator, Recruitment	2	1305
	Recruiting Technician	1	040603
	Substitute System Coordinator	2	1311

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for providing input into, and adhering to, budget line items for recruitment and staffing.
- Responsible for providing accurate costs for system changes/enhancements.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy	X			
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		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 heat (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.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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