

TITLE	CLASSIFICATION	SALARY RANGE
Manager, Employment Equity	Management Team Classified Supervisory	Range: 10.0

JOB DESCRIPTION:

Under general direction, plans, organizes, and manages human resources functions with an emphasis on recruitment/outreach, selection, and equal employment opportunity activities for faculty and staff; analyzes applicant information; researches advertising sources and implement new outreach efforts; prepares marketing materials for employment opportunities; may conduct salary surveys; may maintain and update employment section of department website; may develop new trainings and programs focused on increasing the diversity of the Districts workforce; and supervise classified staff in the area.

SCOPE:

The Manager, Employment Equity manages the recruitment and employment functions and develops and implements activities to promote broad outreach to potential applicants, and provides cultural competency and inclusiveness training for faculty and staff; develops and maintains procedures, guidelines and forms; provides procedural trainings to screening/interviewing committees; plans recruitment timelines; reviews and approves job announcements, applications, interview questions and candidate assessment exercises for recruitments; determines salary placements and makes job offers; and serves as a resource for the recruitment, employment and other related functions of the District. The Manager also has responsibility for overall operations of the Human Resources Department in the absence of the Director and Vice President.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Plans, organizes, and coordinates recruitment activities; meets with individuals, departments and committees to define position, selection criteria, timelines, etc. for all open positions.
2. Gives group presentations regarding recruitment guidelines and committee responsibilities related to selection procedures, development of interview questions/skills tests and writing exercises, and equal employment opportunity and inclusiveness guidelines.
3. Reviews recruitment paperwork for completeness and accuracy such as job announcements, interview questions, record sheets, etc.
4. Designs and researches costs and submission requirements for advertisements and confirms placement of advertisements in various sources to ensure that applicant pools are large and diverse; researches new methods for outreach to candidates for recruitments; and maintains advertising budget.
5. Responds to applicants' inquiries both orally and in writing.
6. Reviews application materials to verify minimum qualifications for positions/pools are met.
7. Reviews interview questions and other assessment exercises; offers suggestions to clarify ambiguous inquiries.
8. Determines salary placements for classified and management employees and makes job offers.
9. Prepares Board items related to employment.
10. Participates in conferences and events on behalf of the College.
11. Assists in developing and implementing new initiatives to streamline recruitment processes; may maintain and update department website.
12. Develops and implements trainings for faculty and staff on cultural competency, inclusiveness and other related topics.

KEY DUTIES AND RESPONSIBILITIES (Continued):

13. Analyzes recruitment and employment data to ensure that adverse impact is not affecting applicants for recruitments.
14. Collaborates with others to develop and implement Faculty Internship Program; serves as a liaison to other institutions and coordinates internship process.
15. Coordinates faculty equivalency process and provides information for the Academic Senate Equivalency Committee.
16. Serves as a member of the Equal Employment Opportunity Advisory Committee (EEOAC); implements recommendations for improving outreach to candidates and inclusiveness for faculty and staff.
17. Prepares reports regarding applicant and employee demographics and serves as a resource for District staff and the general public for recruitment, employment, and faculty and staff equity issues.
18. Coordinates hiring committee monitor assignments; serves as a resource for monitors and also serves as a monitor for screening/interviewing committees.
19. Trains, supervises and evaluates specific classified staff and student employees in the department.
20. Serves on District-wide committees or chairs ad hoc or college committees as appropriate.
21. Performs other duties as assigned and serves as a backup to Director, Human Resources as needed.

ABILITY TO:

1. Prepare accurate and comprehensive correspondence and reports.
2. Represent the District on all matters related to recruitment, employment and equity for faculty and staff.
3. Perform and prioritize tasks under time constraints with accuracy.
4. Give group presentations and training sessions.
5. Communicate effectively in English; follow and give oral and written directions.
6. Maintain cooperative working relationships and interact with other employees, students and the public in a helpful, courteous and friendly manner.
7. Interpret, apply, initiate, and communicate District policies and procedures, laws and regulations.
8. Effectively train, supervise and evaluate classified staff in the department.
9. Demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

1. Federal, state and local laws and ordinances governing recruitment, employment and equity for faculty and staff.
2. Recruitment, selection, retention and training techniques.
3. Modern office methods and practices including proofreading, formatting and report writing.
4. Internet research techniques.
5. Standard office productivity and website development software and human resources information systems.

Preferred additional knowledge: Human Resources department policies and familiarity with union contracts.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed).

Education:

Associate's degree with an emphasis in human resources management.

Experience:

Progressively responsible experience working in human resources, including outreach, selection and retention of faculty and staff.

Preferred Qualifications:

1. An earned Bachelor's Degree in human resources/management, public administration, organizational behavior or development or a related area.
2. Experience working in a public educational institution.

SUPERVISION RECEIVED:

The Manager, Employment Equity reports to the Director, Human Resources.

SUPERVISION EXERCISED:

The Manager, Employment Equity assists in the management of the activities of the Human Resources Department and the supervision of specific classified staff assigned to the department.

Board Approved: October 9, 2012

Revised & Approved: January 12, 2016