

TITLE	CLASSIFICATION	SALARY RANGE
Manager, Human Resources/Employment Equity	Management Team Classified Supervisor	14

SCOPE OF POSITION:

Under the direction of the Director, Human Resources, plan, organize, coordinate and implement the recruitment, outreach and inclusiveness efforts for the District; manage recruitment functions; develop and implement the Equal Employment Opportunity (EEO) plan; develop and implement new initiatives to promote inclusiveness and cultural competency of faculty and staff; train and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plan, organize, coordinate and implement recruitment and outreach efforts for the District; coordinate recruitment timelines with committees and administration; make job offers and provide oversight for transition of candidates with on-boarding and orientation processes; ensure compliance with fair hiring practices and equal employment processes.
2. Develop and implement hiring orientations; coordinate committee activities, monitor assignments, and serve as an EEO committee monitor and resource for hiring committees; update hiring orientations as needed to emphasize importance of workplace diversity in relation to student success; solicit committee monitors.
3. Develop and implement new initiatives to promote inclusiveness and cultural competency of faculty and staff; serve as a member of the EEO advisory committee; analyze recruitment data for adverse impact; collaborate with the EEO Advisory Committee to finalize the EEO plan; prepare related reports; provide training related to cultural competency and inclusiveness and other related topics.
4. Research and implement new outreach strategies and services for the diversification of faculty and staff.
5. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
6. Plan, coordinate and implement the Faculty Internship Program.
7. Participate in preparation of Board agenda items related to employment.
8. Provide technical expertise, information and assistance to the Director regarding assigned functions and serves as a backup in the absence of the Director; assist in the formulation and development of policies, procedures and programs.
9. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities; analyze data and prepare reports for employee demographics; prepare and maintain records.
10. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
11. Participate in the development of the Human Resources budget; oversee advertising budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.

Manager, Human Resources/Employment Equity

KNOWLEDGE OF:

1. Planning, organization, coordination and implementation of recruitment, outreach and diversity activities.
2. Principles and practices of Human Resources administration.
3. Principles of hiring, supervision, training, performance evaluation and discipline.
4. Oral and written communication skills.
5. Principles and practices of administration, supervision and training.
6. Applicable Federal, State, and local laws, and District regulations, policies and procedures affecting employment and employment practices.
7. Budget preparation and control.
8. Human Resources systems and programs.
9. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Represent the District on all matters related to recruitment, employment and equity for faculty and staff.
2. Maintain confidentiality of privileged and sensitive information.
3. Train, supervise and evaluate the performance of assigned staff.
4. Communicate effectively both orally and in writing; present information to individuals and groups.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Direct the maintenance of a variety of reports, records and files related to assigned activities.
13. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in human resources or related field.

EXPERIENCE:

Increasingly responsible human resources leadership experience.