

## SENIOR EMPLOYMENT SERVICES MANAGER

### DEFINITION

Supervises and coordinates classified recruitment, testing, and employee processing in the field employment offices of the Talent Acquisition and Selection Branch.

### TYPICAL DUTIES

Coordinates and supervises the activities of technical-clerical supervisors in recruitment and test administration and in processing new employees.  
Reviews and standardizes field employment office procedures.  
Serves in a liaison capacity among the Classified Employment Services Branch, Talent Acquisition and Selection Branch, and the Classified Employment Offices.  
Establishes priorities for scheduling decentralized test, recruitment, and employee processing activities in coordination with assignment needs.  
Provides technical supervision to the Mobile Testing Unit.  
Develops District-wide recruitment campaigns for the decentralized program.  
Prepares a variety of reports related to activities of the Classified Employment Offices.  
Interprets laws, rules, and policies relating to recruitment and testing practices.  
Confers with supervisors, administrators, and other District personnel regarding school staffing needs.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Employment Services Manager oversees and coordinates decentralized recruitment and testing activities and processing of new classified employees.

A Principal Human Resources Specialist plans, supervises and directs the activities of a professional staff and support personnel engaged in classification and compensation, assessment and recruitment activities, staff development, or new employee onboarding.

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

### SUPERVISION

General supervision is received from a Principal Human Resources Specialist. Supervision is exercised over technical- clerical supervisors and clerical employees.

### CLASS QUALIFICATIONS

#### Knowledge of:

Test administration procedures  
Interviewing techniques and practices  
Recruitment sources and techniques  
Customer relations principles

New employee processing procedures  
Basic concepts, practices, and principles of the merit system of personnel administration  
Laws, Personnel Commission rules, policies, and collective bargaining contract provisions pertaining to the functions of 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  
Regulatory guidelines relating to employee selection and the employment of individuals with disabilities  
Testing accommodations for individuals with disabilities

Ability to:

Organize, direct, coordinate, and review the activities of a multi-unit decentralized staff  
Supervise, motivate, train, and evaluate employees  
Formulate and express ideas clearly and concisely in oral and written communication  
Understand the employment related needs of various groups, including those who belong to ethnic/racial minority groups or have disabilities or other special challenges  
Work effectively with administrators, school personnel, and the public  
Conduct formal and informal training  
Handle multiple tasks and prioritize tasks with strong organizational skills Interpret and explain rules, regulations, and policies  
Operate SAP And eRecruit Applicant Management System  
Operate a personal computer to produce, retrieve, and store word-processing, e-mail documents, and spreadsheets

## ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in public personnel administration, psychology, tests and measurements, and report writing. Additional experience may be substituted for the required education on a year for-year basis.

Experience:

Three years of technical personnel experience which included recruitment, interviewing, staff development, and/or test administration and two years in a supervisory capacity over at least three employees.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
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BM