

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Employment Services Coordinator

**Department:** Human Resources

**Location:** District Office

**Date:** July 1, 2020

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**POSITION PURPOSE**

Under the direction of the Associate Director of Human Resources or assigned administrator, coordinates the development and implementation of employment activities. Ensures the equal and fair treatment of all job applicants including those with language difficulties and disabilities. Implements guidelines and practices to insure the operational needs of the district and unit are met.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:**

1. Confer with hiring administrators to identify recruitment needs and staffing objectives; assist in the development of recruitment plans.
2. Create and implement guidance materials for recruitment and the development of recruitment plans. Administer and maintain a training program for hiring committees and administrators on the District recruitment and hiring process.
3. Guide academic administrators with creating job announcements for faculty positions using state minimum qualifications and guidelines.
4. Prepare and post job announcements for both internal and external job openings.
5. Identify, organize, and coordinate advertising activities for new or vacant positions.
6. Provide information and general assistance to job applicants and the public regarding employment opportunities with the district and the hiring process. Answer questions and provides information on qualifications and related requirements.
7. Oversee and participate in the screening and evaluation of applicant qualifications.
8. Provide guidance to hiring administrators on how to form a screening committee and advise on the requirements of screening committee. Make sure training requirements are met for all screening committee members.
9. Review and approve screening criteria and interview questions to be asked of candidates during interview process to assure legality of the process. Approve composition of screening committees and respond to all questions or concerns of the screening committee.
10. Determine adverse impact on screening processes.
11. Serve as the administrator for vendor supplied applicant tracking system by assisting in the configuration and trouble-shooting problems in order to maintain its effectiveness.
12. Review all hiring process to ensure completeness before offer of employment is communicated. Check references and backgrounds as appropriate.
13. Respond as first point of contact to complaints from applicants regarding the selection process.
14. Analyzes current organizational practices and make recommendations for improving staffing operations to ensure equity.

15. Maintain data on recruitment activities, applicant flow, interviews, and hires. Complete adverse impact reports at various steps of the hiring process. Track applicant flow for equal opportunity reports.
16. Attend and coordinate participation in job fairs and various recruitment events.
17. Prepare progress reports, inform supervisor of project status and deviation from goals.
18. Maintain and update forms and inform appropriate staff of changes in district, state or federal rules and regulations affecting employment practices.
19. Perform related duties and responsibilities as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Recruitment and hiring practices and procedures.
2. Compliance with related polices, laws and regulations such as Title 5, Minimum Qualifications for Faculty and Administrators in the California Community College System and the California Education Code.
3. Organization, procedures, and operating details of a Human Resources office.
4. Principles and practices of personnel policies and procedures.
5. Application tracking system and its reporting tool.
6. Correct English usage grammar, spelling and punctuation.
7. Modern office methods, procedures and equipment including computers and related applications.

### **Skills and Ability to:**

1. Establish and maintain effective and efficient working relationships with staff at all levels of the organization and the general public.
2. Communicate effectively both orally and in writing in a courteous and effective manner.
3. Provide technical information and assistance to employees regarding the hiring and selection process.
4. Effectively resolve problems, issues and concerns.
5. Write reports business correspondence, and procedure manuals.
6. Maintain confidentiality of sensitive and/or confidential matters.
7. Interpret, apply and enforce a variety of laws, rules, regulations and other guidelines pertaining recruitment and selection.
8. Effectively present information and respond to questions from groups of managers, customers, and the general public.
9. Research and compile information and data and prepare reports.

10. Work with a degree of independence in carrying out assigned duties.

## **REQUIRED QUALIFICATIONS**

### **Experience and Education:**

1. Associate's degree from an accredited college or institution.
2. Minimum 3 years of responsible human resources administrative support experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

## **WORKING CONDITIONS**

### **Environment:**

1. Typical office environment

### **Physical demands:**

1. Position requires the ability to sit for extended periods of time with intermittent walking, standing, reaching, and occasional carrying and lifting of lightweight materials (under 20 pounds).
2. Requires visual acuity and depth perception to recognize people, words, and numbers. Requires sufficient hand and finger dexterity and hand/eye coordination to use computer keyboard or common office equipment.

Date Approved: 5/2005, 6/9/2020

Salary Range: 120 (reclassified from range 115 to 120 effective 7/1/2020)

EEO Category: 2B3 - Technical/Paraprofessional