

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Employment Manager		<i>BOT Date:</i> Jan 17, 2001	
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0620	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Recruits new employees to fill vacant positions; controls advertising budget allocated for recruitment process; keeps the Human Resources Office apprised of changes in national and state employment laws; responds to inquiries about the College's employment practices and procedures. Develops, coordinates and/or conducts training on employment-related matters (recruitment, selection, hiring).

KEY RESPONSIBILITIES

% OF TIME

1.*	Serve as liaison with Equity Office and hiring authorities.	20%
2.*	Responsible for Web page updates, FDLE & pre-employment background checks, and applicant tracking.	20%
3.*	Formats media advertisements, and monitors recruitment expenditures.	15%
4.*	Coordinates and/or conducts training programs.	15%
5.*	Supervises work of assigned Employment Office personnel. Coordinates adjunct faculty open house, job fair and related activities.	10%
6.*	Assists in the development and review of department procedures.	10%
7.*	Monitors veteran preference compliance and employment law compliance.	5%
8.	Prepares reports.	5%
9.	Performs other and similar related duties as assigned	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree with major course work in Human Resources, Business, or related field required.	
<i>Experience:</i>	Five to seven years prior related work experience required.	
<i>Planning:</i>	Plans events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues. Scope of planning is college-wide.	
<i>Impact of Actions:</i>	<i>Operating Budget Responsibilities:</i> Has a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions, which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of the assigned campus.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, polices, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.	
<i>Communications with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels and the public on matters requiring cooperation, explanation, persuasion and the enforcement of regulations, policies, and procedures.	
<i>Supervision of Others:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform evaluations and make recommendations regarding pay and/or performance.	
<i>Job-Related Knowledge:</i>	Requires professional theory and practice of the level above but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/ Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<i>Working Conditions/ Physical Effort:</i>	Work typically is performed in an office, library, or computer room, or similar facility and typically involves sitting at a desk or table.	