

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Employment Supervisor

Unit: Supervisory and Professional

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Job Code: D1995

Original Date: 6/2022

Last Revision: 11/2025

Staff Type: Classified

FLSA status: Exempt

Salary Range: 08

DEFINITION

Under the general direction of the Associate Vice Chancellor, Employee Services or assigned manager, the Employment Supervisor position supervises and administers the daily operations of the District's employment services and recruitment functions. Supervisory responsibilities include planning, organizing, assigning, and evaluating the work of direct reports; developing and maintaining cooperative working relationships with college and district divisions and departments; implementing employment marketing and recruitment strategies to diversify applicant pools for all positions; collaborating on and implementing changes to recruitment, application, screening, interviewing, and hiring procedures to increase diversity, equity, inclusion, and accessibility; advising stakeholders on employment, recruitment, application, and hiring legal requirements and District processes and procedures; serving as the responsible administrator in the absence of the Associate Vice Chancellor or assigned manager; and performing related work as assigned to maintain operations in the Human Resources Division.

EXAMPLE OF DUTIES

1. Plan, organize, manage, and allocate staff and fiscal resources to support recruitment, selection, testing, and hiring of qualified candidates for administrative, academic, and classified positions; provide leadership, consultation, training, and advice.
2. Plan, organize, supervise, and lead work in employment services, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
3. Assist the Associate Vice Chancellor, and/or assigned manager in the development, implementation, coordination, and deployment of employment marketing strategies, recruitment procedures, employment application processes and requirements, screening committee activities and resources, interviewing procedures, and hiring processes with an emphasis on attracting diverse candidates for all open positions, eliminating barriers to workforce diversity, and achieving equity in outcomes.
4. Provide guidance to college and district administrators, faculty, and staff on employment marketing, recruitment, screening and interview procedures, and hiring processes; provide technical guidance and direction to assigned staff to support screening committees in the timely recruitment of vacant positions.
5. Provide subject matter expertise to screening committees on legal requirements and District policies and procedures to ensure to integrity of screening and hiring outcomes; review and approve screening criteria and interview questions.
6. Review and approve requests to fill vacant positions, vacancy announcement content, application requirements, employment marketing and recruitment plans, screening criteria, interview questions, and interview modalities.
7. Implement and supervise District fingerprint and background check procedures and submissions to the Department of Justice (DOJ). Review results of background checks, criminal reports, and subsequent arrest reports for employees and applicants and take appropriate action(s). Ensure applicants and employees understand processes to request appeals and exemptions in accordance with legal requirements and District policies.

8. Participate in budget planning, monitor expenditures, and recommend use of available funds to increase diversity, equity, inclusion, and accessibility in employment marketing, recruiting, financial support for applicants, and related matters.
9. Receive, review, and recommend resolution of complaints from potential and current job applicants within applicable legal requirements and District policies and procedures. Provide guidance to assigned staff and District employees to resolve issues timely and equitably. Refer EEO-related matters to the Equal Opportunity and Diversity Officer or appropriate individual.
10. Monitor and evaluate trends in employment marketing, recruiting, application, screening, interviewing, and hiring and recommend revisions to District policies, procedures, systems, and resources as appropriate to maximize effectiveness, efficiency, equity, and accessibility.
11. Monitor and evaluate the efficiency, effectiveness, equity, and inclusiveness of service delivery methods and procedures; assess and monitor local, state, and national trends in recruitment and hiring procedures and administration; identify opportunities for improvement; and implement appropriate changes.
12. Assist the Associate Vice Chancellor or assigned manager in ensuring employment services policies, procedures, and activities comply with established standards, requirements, laws, codes, rules, regulations, policies, and procedures; communicate compliance information to faculty, staff, students, and the public.
13. Review all Visa and immigration eligibility matters related to applicants and current employees, including submission of federally-mandated I-9 Immigration Eligibility Forms. Ensure compliance with relevant immigration laws and regulations. Guide employees and management through immigration processes and provide advice on visa options and documentation. Maintain accurate records and conduct internal audits of I-9 forms and immigration processes. Stay updated on changes in immigration laws and regulations. Collaborate with Human Resources, legal team, and external immigration counsel as needed.
14. Supervise the preparation, maintenance, preservation, and storage of records and files within established policies, procedures, and applicable legal requirements. Prepare and deliver reports, data, and records used to meet federal and state requirements relating to recruiting and hiring processes; prepare the annual staff diversity report for the State Chancellor's Office detailing the expenditures of the Employment Office.
15. Direct and oversee the management of the District's Applicant Tracking System (ATS), ensuring the application integrates with the District's ERP, data is accurate, and Human Resources staff are knowledgeable about the ATS software capabilities; ensure that Human Resources staff have the resources, training, and knowledge needed to deliver professional services and consultation, aligned with the District's goals, employment laws, and best practices; continuously identify and implement improvements to the District-wide search process for all employee groups.
16. Ensure human resources operations and talent acquisition policies and processes incorporate diversity, equity, inclusion, accessibility, and anti-racism (DEIAA) best practices. Stay current on knowledge and compliance with Federal, State, local laws and District policies. Direct and oversee implementation of projects and best practices that support DEIAA; provide training and guidance District-wide to support faculty, staff, and students in these efforts; lead and participate in committees at the District and State level that support DEIAA policies and best practices.
17. Work collaboratively and professionally with faculty, staff, students, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.

18. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
19. Contribute positively to a culture of diversity, equity, and inclusion; take action to promote staff diversity, address equity gaps impacting applicants and employees within assigned area, and contribute to an inclusive environment in the Human Resources Division.
20. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable California Education Code provisions and Title V requirements.
Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act, California Fair Employment and Housing Act, and related equal employment opportunity regulations
Applicable District organization, operations, mission, strategic objectives, policies, procedures, and rules.
Effective human resources operations within a diverse educational and professional environment.
Effective employment marketing, recruitment, application, screening, interviewing, hiring, onboarding, and retention strategies.
Effective information and record management methods and systems.
Software applications, computer systems, and other technology resources used in the administration of employment marketing, recruitment, application, and personnel management.
Fundamentals of accounting, budgeting, and fiscal reporting.
Effective, efficient, and equitable professional and service-oriented office operations, procedures, and practices.
Effective communication methods, techniques, and modes with diverse stakeholders.
Lived experiences of applicants and employees from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.

Skills and Abilities:

Plan, organize, and supervise assigned programs and staff.
Provide training, professional development, and professional growth to assigned staff.
Implement policies and procedures; interpret, apply, and explain rules, regulations, policies, and procedures to students, faculty, staff, and the public effectively.
Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.
Maintain appropriate professionalism in stressful situations.
Communicate effectively with diverse stakeholders, orally and in writing.
Establish and maintain effective working and professional relationships with individuals from diverse communities.
Maintain accurate records and produce detailed, thorough, and accurate analyses and reports.
Operate and effectively use office technologies and software applications, including general business platforms and technologies specific to human resources operations.
Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.
Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.
Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in business or public administration, human resources management, or related field and three years of progressively responsible experience in human resources or similar leadership involving

recruitment and selection, preferably in an educational setting or other public agency related to a large and diverse work force.

Demonstrated cultural humility, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students and staff.

Licenses:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. May require travel between worksites.