

LINN-BENTON COMMUNITY COLLEGE
Annually Renewable Management/Exempt Position Description

Position: MC0015

Title: MANAGER, EMPLOYMENT SERVICES

Grade: 124

Department: Human Resources

Reports To: Director, Human Resources Development and Support

Supervises: Human Resources Specialist

POSITION SUMMARY:

Supporting the LBCC mission, values, and strategic goals, the Employment Services Manager (ESM) executes a critical role in the areas of recruitment, hiring, retention, and the development of innovative employment related learning and development programs for all employees. The incumbent performs a variety of professional level duties including the development and supervision of value-added recruitment, selection, hiring, and onboarding processes. The ESM is responsible for the creation and revision of position descriptions, and the analysis of classified, management, and confidential position descriptions for appropriate classification and compensation assignment. The ESM participates in the development and administration of processes in support of all employment services functions and is responsible for interpreting and administering the College's collective bargaining agreements, Board Policies, and Administrative Rules.

ESSENTIAL RESPONSIBILITIES:

1. Manages the college's recruitment, interviewing and hiring processes in compliance with equal employment opportunity principles and statutes, as well as LBCC's, commitments to diversity, inclusion, and equity. Provides support, assistance and training to hiring managers and their hiring committees, to optimize the hiring process and to work towards tailored recruitment and hiring processes that meet the hiring department's specific needs.
2. Develops and implements procedures for recruitment, screening, and interviewing, selection and hiring. Develops new recruitment strategies, including researching other colleges' procedures. Works with industry to develop web-based recruitments. Provides support, assistance, and training to hiring managers and their search teams to optimize processes and promote equity in all recruitment and hiring. May participate in recruitments, with search teams as a resource upon request.
3. Collaborates with HR Specialist recommending new recruitment approaches intended to improve efficiency and/or effectiveness. Coordinates with the Center for Accessibility Resources (CFAR) as needed to ensure programs are universally accessible for applicants with disabilities.
4. Oversees the Human Resources Specialist's work in updating and/or make upgrading the College's Applicant Tracking System.
5. Designs and delivers periodic classification and compensation training for employees and supervisors.
6. In collaboration with the LBCC Office of Institutional Equity, Diversity and Inclusion, designs and delivers Search Advocate (SA) training for the College. Provides initial and subsequent training, fields questions regarding Search Advocacy, maintains the Search Advocate resource list and collaborates with hiring managers in advising Search Advocate assignments.

7. Calculates and recommends exempt and confidential salary placements. Provides backup to HR Analyst on faculty and classified salary placements and salary adjustments.
8. Creates, revises, and analyzes management, confidential, classified, and faculty position descriptions for accuracy and appropriate classification/compensation. Factors positions using job measurement/evaluation system to determine appropriate position title and grade. Works with HR Analyst in performing job analysis and updates to position descriptions. Ensures position descriptions accurately represent essential functions.
9. Chairs the Classified Reclassification Committee appeal process. Trains classified reclassification committee members as needed to use JobMeas classification system. Facilitates reclassification committee meetings in the event of a reclassification appeal. Leads the appeal process to factor positions using evaluation system to determine appropriate position title and grade. Provides periodic information sessions about the reclassification system and procedures for applying.
10. Supports the Director of HR, in counseling managers and employees on sensitive labor and employee relations matters, including performance issues and disciplinary actions. May advise and assists manager in identifying employee relations, performance, and behavioral issues, and determining appropriate course of action. Reviews disciplinary actions forms, providing feedback and assistance as needed. May work with college liability counsel on disciplinary actions and terminations.
11. Works with the HR Manager to facilitate the Reduction in Force, bumping and preferred hiring process per the dictates of the Classified Collective Bargaining Agreement.
12. Provides regulatory compliance assistance to the Director (compliance with state and federal laws, civil rights guidelines, collective bargaining agreements, policies/practices, etc.). Answers questions from supervisors and employees and provide guidance. Researches issues with other colleges and the Bureau of Labor and Industries. Train department staff on the interpretation of bargaining agreements and college policies, administrative rules, statutes, regulations and HR practices. Serves on the Title IX team as a certified investigator. Participates in periodic Title IX meetings and continuous training.
13. Recruits, hires, and manages direct reports per LBCC policy, rule and procedures. Provides supervision and leadership to direct reports and the Human Resources team as a whole.
14. Works with team on continuous process improvement related to HR systems such as People Admin, Laserfiche, Banner, etc.
15. Supervises recruitment and personnel file retention processes. Oversees the creation, archiving, and purging, of employee personnel and payroll documents, including investigation, grievance, and other required documentation.
16. Works with HR Director to provide data and support for ongoing program review of the College's employment services functions.
17. Provides support to Faculty and Classified Professional Development Committees per the dictates of collective bargaining agreements.

COMMITTEE ASSIGNMENTS

President's Advisory Committee on Equity (PACE)
Classified Reclassification Committee
Classified Professional Development Committee
Faculty Professional Development Committee
Title IX Team

QUALIFICATIONS:

Education and Training: Requires a bachelor's degree in Human Resources, or a bachelor's degree in Business Administration or a related field with course work in personnel/human resources management. A combination of relevant education, professional certification (i.e. PRH or SPHR), and work experience may substitute for the degree requirement. Specialized training or education in job evaluation, classification, and compensation procedures is preferred.

Experience: Position requires a minimum of 3 years of progressive human resources experience that includes experience in development of employee training. Experience with the Ellucian Banner HR system software is preferred.

Knowledge, Skills and Abilities: Requires demonstrated knowledge of practices and principles of the employment services function. Requires knowledge of job evaluation and classification systems. Requires technical expertise and knowledge of best practices in educational employment trends. Requires knowledge of sound training design principles. Demonstrated knowledge of computing systems including word processing, spreadsheets, presentation, and database applications. Requires oral and written interpersonal/communication skills. Spanish-English bilingual skills are a plus. Must have the capacity to manage multiple simultaneous priorities in a fast-paced environment.

Work Environment and Physical Environment: Work is generally performed in an office or remote work environment. May be called to occasionally work early/late hours. Position is subject to pressures and periodic stress due to strict time lines and accuracy requirements. Changes in performance environment may require occasional upgrading of skills. Occasional travel is required. With or without accommodation, must be able to operate a computer and other office equipment, and communicate effectively over the phone, in person, and in front of groups. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Created: June 2019

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