



**JOB INFORMATION**

Job Code	EB11
Job Description Title	Dir, Employment Services
Pay Grade	HR15
Range Minimum	\$105,970
33rd %	\$137,760
Range Midpoint	\$153,660
67th %	\$169,550
Range Maximum	\$201,340
Exemption Status	Exempt
Approved Date:	7/30/2021 11:18:08 AM
Legacy Date Last Edited	2/28/2023

**JOB FAMILY AND FUNCTION**

Job Family:	Human Resources
Job Function:	Employment Services

**JOB SUMMARY**

Develops, implements, and directs Employment Services program to support recruitment and selection of key personnel at the Administrative/Professional level for the University.

**RESPONSIBILITIES**

- Provides direction, counseling, guidance, and interpretation of employment policies and procedures to administrators, employees, and applicants.
- Reviews, evaluates, and makes recommendations regarding employment policies, procedures and technologies.
- Directs employee file and record maintenance.
- Coordinates compliance with University Affirmative Action/Equal Employment Opportunity policies as well as state and federal laws.
- Oversees searches for key personnel at the Administrative/Professional level.
- Serves on University committees representing Human Resources.
- Oversees Temporary Employment Services operation.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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**MINIMUM QUALIFICATIONS**

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	In Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field	And	7 years of	Experience in the direction and management of employment services	

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents, and laws related to recruitment and employment.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**  
Ability to see information in print and/or electronically.