

# CLASSIFICATION SPECIFICATION

## Collegewide Classification, Recruitment and Training Manager

FT/PT Class Code: 3100, 3600      Pay Grade: B/C 18      FLSA: Exempt      Est. 04/17/19

**SUMMARY STATEMENT:** An incumbent is responsible for managing the daily administration of collegewide classification and recruitment processes for all salary plans. Duties include: responsibility for collegewide recruitment efforts, and oversight of any additional assigned recruitment efforts as assigned by an administrative superior, all Office of the President recruitment, and providing collegewide position control. Additional duties include: responsibility for the collegewide Supervisory Training Program and other collegewide training initiatives, updating annual collegewide Affirmative Action statistics, performance evaluation distribution and collection for the Office of the President, and assigned special projects and committees.

### **NATURE AND SCOPE:**

An incumbent reports to an administrative supervisor. Incumbents participate in developing short- and long-term organizational goals and objectives, and in designing, recommending, and implementing human resources policies, procedures, and programs to meet operational needs. Class incumbents provide advice, guidance, and interpretation consistent with applicable laws, rules, policies, and procedures. Typical contacts are virtually all campus employees, staff employees at the Office of the President, officials at other State agencies, and the general public. Many contacts, due to the nature, require the exercise of significant tact, discretion, and confidentiality.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Manages the daily administration of the collegewide classification and recruitment processes for all salary plans, including responsibility for collegewide recruitment, Office of the President recruitment, and any additional assigned recruitment efforts. Creates, reviews and approves collegewide classification specifications prior to posting for compliance with recruitment standards. Where appropriate, also creates, reviews and approves campus generated proposed modifications to classification specifications to ensure consistency collegewide.
2. Oversees and coordinates all aspects of the collegewide Supervisory Training Program, including: developing and presenting the majority of the presentations, including the annual review of the presentations; arranging presenters when applicable, overseeing the coordination of all workshop logistics (room reservations, portal announcements, recordkeeping, participant tracking, training and program certificates, etc.). Ensures that the New Employee Orientation, and other programs related to the onboarding of new employees, is updated as needed and assists in presenting it biannually. Develops, updates, and conducts any other assigned training as needed.
3. Provides ongoing advice and counsel to administrators, supervisors, managers, employees and campus human resources staff to resolve classification, position management, recruitment, and training issues and/or problems.

**PRINCIPAL ACCOUNTABILITIES, cont'd:**

4. Oversees and coordinates all details of the collegewide Maintenance Review and job analysis processes. Conducts detailed job analysis using Hay Methodology, including conducting work environment audits and reviewing organizational structures. Conducts research, analyzes information, creates titles and allocates positions into the appropriate classification and salary plan. Collaborates with the directors of human resources and reviews preliminary results with them for feedback. Presents recommendations to the vice president for human resources; upon approval by the vice president for human resources, prepares and distributes final results to the impacted employees, supervision, vice presidents and location personnel files. Drafts and finalizes all collegewide classification specifications resulting from the review and analysis.
5. Reviews and approves campus classification specifications with position specific information to ensure collegewide accuracy and consistency and to ensure compliance with the College's Affirmative Action Plan.
6. For Office of the President and other assigned areas of recruitment, prepares and/or oversees the preparation of: New Hire Approval Request Forms; posting of positions on the website; in conjunction with marketing, the creation of advertisements for electronic and print media; posting, and billing for advertising; and creation and maintenance of position files. Coordinates the selection of interview committees including facilitating communication, scheduling, and interview packet creation. Conducts reference checks, prepares offer letters and Notification of Hire forms. Oversees the receipt and distribution of applications and any associated applicant correspondence. Ensures appropriate paperwork is given to the Payroll Department for processing.
7. Provides Collegewide position control. Assigns EEO Job Categories, assigns Job Code numbers and FLSA status, and establishes and revises all Job Codes in PHRST Collegewide. Serves as the Collegewide Job Code correction authority. Establishes, reclassifies, performs position data updates, and inactivations for all regular, full-time and regular, part-time positions. Prepares and submits any necessary position correction forms.
8. Researches and prepares collegewide salary analysis for any advanced starting salary requests and makes recommendations, to the administrative superior, regarding the appropriate percentage of salary to ensure equity.
9. Researches best practices in human resources, including analyzing the information and providing recommendations as assigned by an administrative superior and/or vice president for human resources. Assists with drafting and/or revising policies or procedures as assigned. Conducts special projects/studies and prepares reports as needed.
10. Updates Collegewide Affirmative Action statistics annually. Researches relevant availability statistics from the Delaware Department of Labor, federal Bureau of Labor Statistics, and Digest of Education Statistics. Collects, checks, organizes and enters relevant PHRST data for the annual Affirmative Action report and distributes to the campuses.
11. Oversees the distribution and collection of the Office of the President annual performance evaluation forms for all Salary Plans. Reviews forms for completeness, consistency, and accuracy.
12. Plans, assigns, reviews, and evaluates the work of professional, technical, and support staff.
13. Performs other related duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of the principles and practices of public human resources administration.
- ◇ Knowledge of federal and State laws, rules, and regulations pertaining to human resources administration.
- ◇ Knowledge of assigned functional area(s) of human resources management, i.e., employee recruitment, selection, performance management, classification, compensation, employee relations, EEO/AA, benefits administration, etc.
- ◇ Knowledge of applicable State, federal and College laws, rules, regulations, policies, and procedures pertaining to assigned human resources function(s).
- ◇ Knowledge of the relationship between the human resources function and organizational operations and requirements.
- ◇ Knowledge of Hay Methodology, PHRST, and supervisory principles and techniques.
- ◇ Skill in the collection, analysis, and presentation of data from a variety of sources.
- ◇ Skill in oral and written communication. Skill in the interpretation and application of applicable federal and State laws, and College rules and guidelines.
- ◇ Excellent interpersonal and communication skills.
- ◇ Proficiency in the use of word processing, spreadsheet, and presentation software programs (e.g. Microsoft Word, Excel, and PowerPoint).
- ◇ Ability to use sound judgment and reach logical conclusions.
- ◇ Ability to identify and analyze problems/needs/issues, assess their impact and make recommendations.
- ◇ Ability to supervise staff.
- ◇ Ability to develop, recommend, and implement campus or College human resources operating procedures or policies.
- ◇ Ability to establish and maintain effective working relationships with College/campus administrators, supervisors, employees, and the public.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

## **MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree in a relevant field and four (4) years of responsible human resources experience; or other equivalent combination of education and experience.