

Employment Representative

University of California, Los Angeles
April, 1973

Class Specifications - F.40

Senior Employment Officer - 7640

Employment Officer - 7641

Senior Employment Representative - 7643

Employment Representative - 7644

Assistant Employment Representative - 7645

SERIES CONCEPT

Employment Representatives perform or administer recruitment, selection; and referral activities requiring a knowledge of University employment policies and procedures, as well as an understanding of the campus employment program; and perform other related duties as required.

Incumbents interview applicants for employment, transfer, or promotion; determine and evaluate applicants education, training, experience, skills and aptitudes; administer, score, and interpret tests of skills and aptitudes; select and refer applicants to suitable job openings; approve rates of pay for new employees; counsel and assist employees and departments in solving employment problems; check and evaluate job references; publicize job openings, including writing and placing of advertisements; develop and maintain recruiting sources; and conduct off-campus recruiting.

CLASS CONCEPTS

Senior Employment Officer

Under direction, the Senior Employment Officer plans, organizes, and directs a large employment program for a campus, including the supervision of a number of Employment Representatives. Work is reviewed in terms of meeting the goals and objectives of the employment program.

Examples of work performed at this level are essentially the same as given for Employment Officer, but differ in variety and scope.

Employment Officer

Under direction, the Employment Officer plans, organizes, and directs the employment program for a campus, including the supervision of Employment Representatives. Work is reviewed in terms of meeting the goals and objectives of the employment program. This class may also be used for the assistant employment officer for a large employment program.

Incumbents typically determine emphasis of the program on the basis of labor market trends, employee turnover, effectiveness of sources, present and future manpower needs, and other statistical indicators; recommend employment policies and establish or modify procedures; develop and implement a transfer

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and promotion program; develop and maintain sources for management candidates; develop and maintain contacts with public agencies and community organizations; and perform the most difficult and sensitive recruiting such as for management positions.

Senior Employment Representative

Under direction, the Senior Employment Representative performs the most difficult and complex recruitment, selection and referral activities. Work is periodically reviewed in terms of meeting specific goals and objectives. This class may also be used for the head of a campus employment program.

Incumbents typically recruit for positions that are the most difficult to fill due to scarcity of qualified applicants or because of the level of knowledge and skill required to evaluate successfully complex job requirements such as those of professional or management positions; develop and maintain recruiting sources of national scope; conduct nationwide recruiting efforts; represent the employment office in discussions with outside organizations and agencies; provide advice and assistance to other Employment Representatives on the more difficult problems; and may train or supervise other Employment Representatives.

Employment Representative

Under general supervision, the Employment Representative performs difficult and complex recruitment, selection, and referral activities. Incumbents establish their own procedures within broad policies and guides, with work periodically reviewed in terms of overall efforts. This is the full operational level in the series, with incumbents performing those duties as outlined in the Series Concept.

Assistant Employment Representative

Under supervision of a higher level Employment Representative, the Assistant Employment Representative performs recruitment, selection, and referral activities. Assignments are usually more limited than those at the higher level, with the primary distinction being the degree of supervision exercised over the position.

MINIMUM QUALIFICATIONS

Senior Employment Officer

Graduation from college and five years of increasingly responsible employment experience, including one year in an administrative capacity; or an equivalent combination of education and experience.

Employment Officer

Graduation from college and four years of increasingly responsible employment experience; or an equivalent combination of education and experience.

Senior Employment Representative

Graduation from college and three years of recruitment, selections or placement experience; or an equivalent combination of education and experience.

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Graduation from college and one year of recruitment, selection; or placement experience; or an equivalent combination of education and experience.

Assistant Employment Representative

Graduation from college; or an equivalent combination of education and experience.