

PERALTA COMMUNITY COLLEGE DISTRICT - 2026

CLASSIFIED MANAGEMENT JOB DESCRIPTION

DIRECTOR OF RECRUITMENT & EMPLOYEE SERVICES

(Management Salary Range 3)

Job Code: 1130

DEFINITION

Under general direction, plans, organizes, directs, and evaluates districtwide recruitment, hiring, onboarding, and employee service functions; ensures compliance with applicable federal and state laws, California Education Code, and district policies while promoting an equitable, efficient, and positive employee experience throughout the employee lifecycle.

EXAMPLES OF ESSENTIAL DUTIES:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

- Plan, direct, and oversee districtwide recruitment and employee services such as onboarding, benefits, leaves, and compensation.
- Supervise, train, and evaluate assigned staff.
- Develop and implement recruitment strategies to attract diverse and qualified applicant pools.
- Partner with administrators and search committees to provide guidance on best practices and compliance requirements.
- Direct employee onboarding programs, including new hire paperwork, orientation, and coordination with payroll and benefits ensuring processes are efficient and compliant.
- Oversee employee lifecycle transactions such as appointments, reassignments, leaves, and separations.
- Administer employee benefits programs, providing information, guidance, and access to employees on health, retirement, and other benefit options.
- Collaborate with benefits providers to ensure cost-effective and competitive benefit offerings.
- Provide leadership for district-wide employee engagement initiatives that support a positive, inclusive, and high-performing workplace culture.
- Ensure human resources functions and processes comply with all applicable laws, district policies and procedures, and collective bargaining agreements.
- Foster a customer-service oriented HR function that supports employees and managers.
- Collaborate with HR leadership, district administration, legal counsel, and other stakeholders on workforce initiatives.

Job Description: Director of Recruitment and Employee Services

- Participate in shared governance, accreditation, and district committees as assigned.
- Recommend and implement process improvements to enhance efficiency, equity, and employee experience.
- Perform other related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Human Resources, Public Administration, Business Administration, or a related field.
- Five (5) years of progressively responsible professional human resources experience, of which two (2) years must have been in a leadership or management capacity.

PREFERRED QUALIFICATIONS

- Master’s degree in Human Resources, Public Administration, Higher Education Administration, or a related field.
- Experience in a California community college district or other public education setting.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- California Education Code and Title 5.
- Public sector recruitment and selection practices.
- Equal Employment Opportunity and diversity recruitment strategies.
- Personnel recordkeeping requirements.
- HR information systems and applicant tracking systems.
- Benefits and leave administration.
- Principles of supervision and staff development.

Skills and Ability to:

- Interpret and apply laws, regulations, policies, and procedures.
- Manage multiple recruitment cycles simultaneously.
- Communicate effectively with employees, administrators, and external partners.
- Establish and maintain positive relationships with individuals from diverse backgrounds.
- Exercise sound judgment and maintain confidentiality.
- Lead teams and manage change in a complex organization.
- Analyze data and implement process improvements.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Primarily sedentary with intermittent standing, walking, bending, and stooping.

Job Description: Director of Recruitment and Employee Services

- Ability to work at a computer, including repetitive use of a computer keyboard.
- Ability to lift up to 10 pounds regularly and occasionally lift up to 25 lbs.
- May require attendance at meetings outside normal work hours.
- Occasional travel between district sites.

Board Approved, March 2026