



Title: Recruitment and Selection Analyst II

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to perform the tasks and duties associated with the recruitment, selection, job documentation, and compensation process for District-wide positions. This is accomplished by coordinating the recruitment and selection process, preparing documents and correspondence, tracking, analyzing, and reporting information, and reviewing and analyzing programs and policies.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Coordinates the recruitment and selection processes by developing recruiting strategies, identifying and scheduling timelines, outreach targets, interview panelists, examinations, and questions, preparing job postings and recruitment advertisements, screening application materials, performing and monitoring all pre-employment activities, and preparing and making employment offers.	40%
2	S	Prepares documents and correspondence by composing memos, documents, and reports, writing, editing, and coordinating the submission of all position issue papers to the Board of Directors, and compiling all necessary exhibit listings.	25%
3	S	Read, understand, interpret and apply District policies, procedures, labor agreements and State and Federal employment regulations; periodically review, revise and update job descriptions; prepare recommendations, improvements and amendments to Standard Operating Procedures related to unit's function; provide advise and consultation to District hiring authorities and other management representatives regarding unit's function.	15%
4	S	Maintain and update recruitment status information in recruitment tracking software; retrieve and develop reports; collect and analyze data; prepare reports; monitor and maintain historical data on District's authorized positions, salary grade values and job descriptions; update and maintain position control in HRIS.	10%
5	S	Participate in and attend various recruitment outreach events to promote District's employment opportunities. Respond to	10%



inquiries fro job applicants, District staff and other agencies.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree in Business Administration, Public Administration, Human Resources Management, Organizational Development, Psychology, Sociology or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of three (3) years of experience in recruitment, selection, classification, compensation, and/or human resources generalist work. Public sector experience is preferred.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is



<p>obtained in high school up to college. However, it may be obtained from experience and self-study.</p>
<p>Certification & Other Requirements</p>

<p>KNOWLEDGE</p>
<ul style="list-style-type: none"> • Principles and practices of human resource program administration. • Principles and practices of statistical analysis. • Methods and techniques of tracking, recording and presenting statistical data. • English grammar, punctuation, spelling, and usage. • General methods of tactful public communication. • EEO/AA and related labor and employment laws and regulations as related to the recruitment and selection of employees. • Union agreements.

<p>SKILLS</p>
<ul style="list-style-type: none"> • Intermediate word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.

<p>ABILITIES</p>
<ul style="list-style-type: none"> • Prioritize and deal with conflicting workload requirements. • Handle all internal/external contacts with courtesy, diplomacy, and tact. • Read, analyze, and interpret District policies, Collective Bargaining Agreements/Memorandums of Understanding, professional journals, technical publications and government regulations. • Write reports, business correspondence, and procedure manuals. • Effectively present information and respond to questions from groups, managers, customers, and the general public. • Deal with difficult people and situations. • Learn departmental systems, methods, tasks, and procedures. • Speak clearly and communicate messages to appropriate individuals. • Organize information clearly and precisely. • Apply customer service skills, representing the District in a positive way while working with the public. • Learn system processes related to department and job. • Extract statistics and written information from reports and transfer to other documents. • Provide professional level support in human resource program areas, including recruitment, classification, and compensation. • Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations.
Sitting	F	Desk work; meetings;
Walking	F	To other departments/offices; around work site
Lifting	F	Supplies; files
Carrying	F	Supplies; files
Pushing/Pulling	R	File drawers; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers.
Crouching	O	Filing in lower drawers.
Crawling	N	
Bending	O	Filing in lower drawers.
Twisting	F	From computer to telephone
Climbing	O	Stairs.
Balancing	N	
Vision	C	Reading; computer screen; driving; observing work site.
Hearing	C	Communicating via telephone/radio to co-workers/public.
Talking	C	Communicating via telephone/radio to co-workers/public.
Foot Controls	R	Driving.
Other (specified if applicable)		None.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copy machine, report binding machine, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.