



**Title: Senior Recruitment and Selection Analyst**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to perform complex tasks and duties associated with the recruitment, selection, job documentation and compensation processes. This is accomplished by coordinating the recruitment and selection process, preparing documents and correspondence, tracking, analyzing, and reporting information, reviewing and analyzing programs and policies and overseeing special projects related to the unit’s function. This position is also responsible for supervising the unit’s administrative staff.

**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.

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

#	Code	Essential Functions	% of Time
1	S	Administers recruitment and selection processes by receiving and reviewing assigned position requisitions in order to develop recruitment strategies with hiring managers, creating job announcements/postings and advertisements and performing research in order to determine appropriate outreach, selecting and/or developing screening materials including supplemental application questions, interview questions and benchmarks and other appropriate written and/or oral assessments; coordinating, planning and monitoring other required pre-employment activities with applicants, negotiating and extending employment offers and acting as a consultant to the hiring manager throughout the entire recruitment and selection process. and determining requirements, identifying any specific concerns or changes impacting positions, performing job analysis, researching and advising management regarding possible recruitment options,	35%
2	S	Supervises staff by planning, prioritizing, assigning, monitoring, and reviewing the work of staff members, participating in the selection of staff, planning and coordinating staff training, managing the correction of deficiencies, and writing performance evaluations.	15%
3	S	Reviews, analyzes and interprets personnel programs, policies, procedures and labor agreements to provide advise and consultation to District personnel, researches interprets and	15%



		communicates changes to applicable State and Federal employment regulations and makes recommendations regarding revisions to internal policy documents, forms and labor agreements as applicable.	
4	S	Oversees special projects by monitoring contract expiration dates, responding to contract inquiries, monitoring fiscal year contract budget levels, preparing proposals at contract expiration, making recommendations during the proposal process, identifying project goals and desired outcomes, researching legal issues, obtaining necessary approvals, overseeing project implementation, reviewing and approving vendor invoices, and monitoring the processing of invoices to ensure vendors and contractors are paid in a timely manner.	15%
5	S	Prepares documents and correspondence by writing, editing, and proofreading issue papers, preparing special reports and analyses, making recommendations pertaining to selected studies, preparing issue papers regarding new job descriptions and recommending changes, preparing complex correspondence to consultants, and summarizing statistical findings.	10%
6	S	Manages information by updating, tracking, analyzing, and reporting from the applicant tracking software and/or HRIS, and researching, collecting and summarizing data for various reports.	10%

**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 or equivalent in Business Administration, Public Administration, Human Resources Management, 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	<p>A minimum of four (4) years of experience in recruitment, selection, classification, compensation, and/or human resources generalist work. One (1) year of lead or supervisory experience is preferred. Public sector experience is preferred.</p>
Supervision	<p>Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.</p>
Human Collaboration Skills	<p>Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of</p>



	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 limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. 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	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Principles and practices of human resource administration.</li> <li>• Principles and practices of statistical analysis.</li> <li>• Methods and techniques of tracking, recording and presenting statistical data.</li> <li>• English grammar, punctuation, spelling, and usage.</li> <li>• General methods of tactful public communication.</li> <li>• EEO/AA and related labor and employment laws and regulations as related to the recruitment and selection of employees.</li> <li>• Union agreements.</li> <li>• Strong problem solving, organizational, communication and presentation skills.</li> <li>• Research methodologies, techniques and report writing.</li> <li>• External agency reporting and compliance requirements.</li> <li>• Policies, procedures and guidelines impacted by external sources.</li> <li>• Applicable federal, state, and local laws and regulations, including labor and employment laws and regulations.</li> <li>• Principles and methods of organization, administration, supervision, motivation,</li> </ul>



training, and performance evaluations.

- Principles, practices and standards of human resource management, including public sector human resource management.
- Protocols and standard practices that pertain to assigned functional areas.
- Analytical techniques applied to human resource management.

**SKILLS**

- Intermediate word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

**ABILITIES**

- 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 and 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.
- 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.
- Learn District and departmental operating policies and procedures.
- Manage multiple priorities, projects and schedules simultaneously and successfully.
- Lead project teams to positive solutions and outcomes.
- Establish and maintain effective working relationships with employees, other agencies and the public.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

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

Sedentary	Light	Medium	Heavy	Very Heavy
<b>X</b>				
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
<b>Continuously</b>	<b>Frequently</b>	<b>Occasionally</b>	<b>Rarely</b>	<b>Never</b>
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	O	Making presentations; Observing work site; Communicating with co-workers
Sitting	F	Desk work; Meetings
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	F	File drawers
Reaching	F	For supplies; For Files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; Calculator
Kneeling	R	Filing in lower drawers
Crouching	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs
Balancing	R	On step stools
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, copier, vehicle, calculator, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
-------------------	--	---	------------------------	-------------------

-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:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
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.