

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

RECRUITMENT SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a confidential position.*

SUMMARY DESCRIPTION

Under direction of the Vice Chancellor, Human Resources, the Recruitment Specialist performs a variety of specialized and technical work in support of human resources function and activities in the area of recruitment, selection, employee processing and related services and activities supporting the assigned area of responsibility. This position is responsible for assessing and responding to recruitment and employment requirements and meeting District needs by developing position announcements, establishing recruiting strategies and interviewing applicants for positions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Perform a variety of duties related to the recruitment of general and specific positions; recruit locally, statewide and nationwide utilizing a variety of sources including newspapers, flyers, journals, e-mail and web pages; represent the District to professional organizations, other academic institutions, and agencies in various industries for recruitment purposes.
2. Develop position announcements, establish recruiting strategies, screen and interview applicants for position.
3. Perform search and selection committee work involving committee composition, training and serving; assist hiring manager with assembling a committee with the correct representation, training on process, equal opportunity; assist in question development and reference checking.
4. Monitors and maintains HR technology systems and software, and generates related reports as required. Prepare and maintain a variety of files, records and reports.
5. Conduct applicant processing and reporting, establish standards for required documentation for legal and reporting purposes, and maintaining applicant databases.
6. Appoint and train employees to serve as committee representatives. Serve as an equal opportunity representative on key search and selection committees. Develop and coordinate equal opportunity training.
7. Assist the Generalist in designing recruitment strategies to assure diverse applicant pools. Respond to and facilitate resolution to diversity concerns of search and selection committees. Communicate with various departments within the District regarding staffing, employment, and equal opportunity issues as needed; research and respond to various employment issues.
8. Coordinate and ensure completion of appropriate onboarding activities such as orientation and new hire processing.

9. Assist in the development of diversity strategic planning for the District.
10. Serve as an information resource for reports, historical information, procedures, policies, and options and possibilities for staffing.
11. Assist with classification and compensation functions and responsibilities, including classification reviews, salary surveys, development of job descriptions and related duties.
12. Perform special recruitment projects; develop solutions and establish timelines, costs, and staffing needs for projects.
13. Updates and maintains information the District's computerized payroll system; generates reports and respond to requests for information as requested.
14. Interprets, explains, and presents District health and welfare policies and procedures to employees, management, outside agencies, and the public.
15. Creates and maintains human resources office records and files, including confidential personnel files and records, purges files in accordance with the District regulations.
16. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of public human resources administration.
Methods, terminology and procedures used in employment administration.
Methods, analysis and techniques of recruitment and employment.
Classification and compensation practices.
District organization, operations, policies, and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Principles and practices of training.
Office procedures, methods, and equipment including computers and applicable software applications.
Principles and practices of statistical and administrative research and report preparation.
Principles and procedures of record keeping.
Principles of business letter writing.
Principles and practices of customer service.
English usage, grammar, spelling, punctuation, and vocabulary.
Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

Ability to:

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
Plan and organize work to meet changing priorities and deadlines.
Interpret and apply a variety of human resource rules, laws, and policies.
Implement and maintain standard filing systems.
Implement and maintain procedural manuals for effective operation of benefits administration

functions.

Compile detailed information and prepare clear and concise reports.

Exercise independent judgment, discretion and initiative in recognizing scope of authority.

Operate a computer using word processing, applicant tracking and spreadsheet software applications.

Maintain confidential records and reports.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.

Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

An Associate's degree in public administration, human resources, business administration or a related field.

Experience:

Two (2) years of experience that includes duties related to recruitment and selection.

Preferred Experience:

Experience in a public agency preferably in the California Community College system.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: November 14, 2013

Range: 4