

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES RECRUITMENT SPECIALIST

SUMMARY DESCRIPTION

The Human Resources Recruitment Specialist independently performs a variety of highly responsible specialized and routine technical duties in support of the District's recruitment and selection process. This position is responsible for the full lifecycle of the recruitment and selection process including interpretation and application of federal, state, and local laws, codes, and regulations as well as District administrative and departmental policies, procedures, and programs and providing information, guidance, and counsel to District faculty and staff and the general public in support of the District's hiring objectives.

This is a confidential classification. As such, incumbents perform duties that involve gathering or reviewing information or data concerning employee grievances or discipline matters, or data relating to or containing information about employer bargaining positions, negotiation strategies, or proposals.

REPORTING STRUCTURE

This position reports to the Assistant Director of Human Resources who will provide general supervision with an expectation the incumbent will work largely independently.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate and implement the District's full spectrum of recruitment and selection activities and processes; design and implement efficient search processes to attract and select highly qualified candidates; provide guidance and assistance to selection committees in structuring the interview process. Assume overall responsibility for ensuring the District is conducting an efficient search process.
2. Coordinate, track, and ensure compliance with orientation of selection committees.
3. Strategically and critically review, analyze, and approve interview questions, and screening criteria in alignment with best practices and equity, diversity, and inclusion initiatives.
4. Provide guidance on and ensure compliance with all aspects of Title 5 and other relevant employment laws with respect to equity-focused hiring and selection processes.
5. Assist in the review of applications for positions; verify mandated minimum qualifications and Education Code requirements; ensure proper college accreditation, degrees, and employment background; organize, schedule, and coordinate recruitment interviews and programs; serve on interview panels as requested. **E**
6. Provide guidance to managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; provide information and assistance to departmental personnel regarding employee evaluations, disciplinary actions, and other employee relations issues. **E**
7. Interpret policies, rules, and regulations in response to inquiries and complaints; refer matters to appropriate staff and management as required. **E**

8. Establish, maintain, and coordinate a variety of personnel, technical, and confidential files; manage data and perform various specialized computer functions on the District's on-line personal computer systems. **E**
9. Exercise judgment, diplomacy, discretion and a high level of independence in handling matters of a sensitive nature; promote and maintain positive staff, student, and community relations. **E**
10. Research, compile, analyze and prepare data and information for reports. Create and maintain analytical tools to monitor recruitment activity and progress, including recruitment demographics reporting, adverse impact reporting, and recruitment dashboard data, aligned with best practices. **E**
11. Provide information and assistance in the collective bargaining process related to recruitment.
12. Review policy requirements, ensuring proper implementation and timely updates.
13. Maintain the Human Resources website utilizing best and contemporary practices; perform regular reviews of the website to ensure content accuracy, timeliness and relevance; test website accessibility and functionality; make updates and modifications to Human Resources website page. **E**
14. Coordinate and work with outside recruitment agencies, and listserves to identify and promote an effective and diverse advertising of positions. **E**
15. Assist in developing and monitoring budgets of assigned Human Resources areas; monitor budget expenditures for recruitment/advertising/travel, hourly/student worker funds; project expenditures for recruitment and related needs. **E**
16. Serve as the primary liaison with recruitment related accounts. Provide in person, on the telephone or via e-mail consultation, training and troubleshooting techniques to potential applicants with the application tracking system. **E**
17. Draft, review, and ensure job announcements are posted and advertised in a timely manner. **E**
18. Process and prepare agenda items for submission to the Governing Board; review and proof documents for accuracy, completeness, and conformance to applicable rules and regulations. **E**
19. Perform a variety of specialized and routine technical duties involved in the administration of various Human Resources Office programs, functions, and services including in the areas of recruitment and selection; implementing, monitoring, and ensuring services, functions, and activities are in compliance with District policy and procedures, federal and state rules and regulations, and labor relations contracts; recommend changes to existing procedures within the program area in consultation with HR Leadership. **E**
20. Respond to questions and requests for information and assistance from District employees, interested applicants, outside agencies, or the general public over the phone, in writing, or in person; provide specialized technical and procedural information regarding the application of rules, District policy, procedures, and practices. **E**
21. Research, develop, and implement systems and procedures pertaining to human resource functions and operations in consultation with HR leadership; participate in ensuring human resources programs and activities are administered and implemented in compliance with federal and state laws, rules, and regulations; assist in the revision of personnel procedures and forms utilizing best and contemporary practices. **E**
22. Prepare and maintain a variety of files, logs, spreadsheets, and records including confidential personnel files and records in alignment with regulations; ensure forms and documents have proper authorization. **E**

23. Participate in orientations for employees on various programs; provide information and assistance regarding the completion of employment forms.
24. Assists in the assessment of transcripts and experience to establish minimum qualifications and salary placement, as needed. *E*
25. Assist other staff in organizing, monitoring, evaluating, and reconciling the position control system; review position control reports; perform daily human resources operations in various areas of position control maintenance. *E*
26. Participate in a variety of special projects as requested; research, compile, analyze, prepare, proofread, and format detailed data and information for periodic and special projects and reports. *E*
27. Prepare various documents including agendas, forms, correspondence; assemble documents for various committee meetings. *E*
28. Serve as a member on various committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources. *E*
29. Provides assistance in other functional areas of the Human Resources Office, as assigned. May serve as backup for Human Resources Administrative Support position. *E*
30. May recommend offers and salary placement, as requested. *E*
31. Provide training and guidance to employees, as requested.
32. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, practices, operations, services, and activities of a human resources program.

District organization, operations, policies, and objectives.

Pertinent federal, state, and local codes, laws, and regulations concerning various human resources programs including applicable sections of the State Education Codes.

Information and resources available related to areas of assignment.

Resources to sustain current understanding of modern trends and legal issues in the area of recruitment and selection.

Principles and practices used in preparing, reviewing and evaluating a variety of human resources data.

Principles and procedures of confidential record keeping and filing.

Principles and practices used in the preparation of comprehensive, clear, and concise reports.

Principles of business letter writing.

Methods and techniques of customer and public relations.

Interpersonal skills using tact, patience, and courtesy.

Mathematical principles.

English usage, grammar, spelling, punctuation, and vocabulary.

Modern office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and HRIS management systems.

Public speaking and written communication skills.

Basic principles and practices utilized in providing training to other staff.

Ability to:

Perform a variety of professional personnel work with minimum supervision involving the use of a high level of independent judgment and personal initiative in support of Human Resources Office functions and programs including in the area of recruitment, and selection.

Make independent decisions.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Plan and organize work to meet changing priorities and deadlines.

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.

Lead training workshops for a diverse audience.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Assist in administering, organizing and implementing technical aspects of various District's human resources programs, functions, and services.

Independently perform a variety of paraprofessional duties in support of the Human Resources Office including in the areas of recruitment and selection, position control, HRIS management systems, and other program areas

Perform a variety of complex technical work in the preparation, maintenance, and review of records, files, reports, and correspondence.

Research, compile, analyze, and interpret data and information.

Maintain current knowledge of, understand, apply, communicate, and explain pertinent federal, state, and local policies, procedures, laws, rules, regulations, requirements, and restrictions.

Interpret and apply administrative and departmental policies and procedures.

Exercise initiative and work independently on assigned projects.

Express difficult concepts clearly in oral and written communications.

Provide specialized information to others concerning various human resources policies and practices.

Exercise judgment, diplomacy, discretion, and a high level of independence in handling matters of a sensitive nature.

Promote and maintain positive staff, student, and community relations.

Work confidentially with discretion; maintain confidentiality of work performed.

Plan and organize work to meet schedules and time lines; meet deadlines while working with frequent interruptions.

Make mathematical calculations quickly and accurately.

Type or enter data at a speed necessary for successful job performance.

Operate office equipment including computers and supporting word processing, spreadsheet and database applications.

Adapt to changing technology and quickly learn functionality of new applications and systems.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

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

Any combination equivalent to: two (2) years of college level course work in human resources management, business administration, or a related field **AND** two (2) years of increasingly responsible paraprofessional human resources experience that demonstrates broad working knowledge of human resource functions and practices. Experience in an educational or other public agency setting is highly desirable. A Bachelor's degree in human resources management or closely related field is desirable and may substitute for up to one year of experience.

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 with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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.

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

Created: March, 2016 (Human Resources Technical Assistant reclassified to entry level in the confidential Human Resources Representative class series)
Forsberg Consulting Services

Revised: June, 2019 (Title changed from Associate Human Resources Representative to Human Resources Technician)
Forsberg Consulting Services

Revised: August, 2020
Ralph Andersen & Associates