



## HUMAN RESOURCES SPECIALIST, RECRUITMENT AND EMPLOYMENT

**SALARY GRADE:** [C5-11](#)

**DEFINITION:**

Under general direction, coordinate equal opportunity in employment. Assess and respond to recruitment and employment needs and meet District needs by developing position announcements, establishing recruiting strategies and interviewing applicants for positions; recruit locally, statewide and nationwide; maintain complex recruitment and employment technology systems and software. This position works in conjunction with classification services and may perform duties in the classification and compensation area including classification analysis, compensation studies and recommendations, maintaining data and related records, and related duties as assigned.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Develop position announcements, establish recruiting strategies and interview applicants for position.
2. 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 College to professional organizations, other academic institutions, and agencies in various industries for recruitment purposes.
3. Perform search and selection committee work involving committee composition, training and serving; assist committee chairs with assembling a committee with the correct representation, training on process, equal opportunity; assist in question development, testing, and reference checking.
4. Monitors and maintains complex 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 equal opportunity representatives. Serve as an equal opportunity representative on key search and selection committees. Develop and coordinate equal opportunity training with the Campus Diversity Coordinators.
7. Design 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 issues related to affirmative action.
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. Report diversity statistics to State and federal agencies facilitating diversity discussions.
10. Serve as an information resource for reports, historical information, procedures, policies, and options and possibilities for staffing.
11. Monitor assigned budget and process expenditures in accordance with established procedures.

12. Perform classification and compensation functions and responsibilities, including classification reviews, salary surveys, development of job descriptions and related duties.
13. Perform special projects; analyze needs, develop solutions and establish timelines, costs, and staffing needs for projects.
14. Assist as a technical resource for computer related issues including database development, software usage, server maintenance and other issues.
15. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Methods, analysis and techniques of recruitment and employment.
2. Classification and compensation practices.
3. Modern office practices, procedures, and equipment.
4. Record-keeping techniques.
5. District organization, operations, policies, and objectives.
6. Oral and written communication skills.
7. Applicable sections of State Education Code and other applicable laws, rules, and regulations related to employment, equal opportunity and other assigned activities.
8. Technical aspects of field of specialty.
9. Interpersonal skills using tact, patience, and courtesy.
10. Operation of a computer and applicable software, including computerized spreadsheets, databases, and word-processing packages.
11. Principles and practices of training.
12. Research methods, analysis and techniques.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate tactfully and effectively both orally and in writing to management, staff, and public.
3. Interpret, apply and explain rules, regulations, policies, and procedures.
4. Establish and maintain cooperative and effective working relationships with others.
5. Maintain the confidentiality of non-public information.
6. Operate a computer, assigned office equipment and applicable software.
7. Use and operate complex HR technology systems and software.
8. Analyze situations accurately and adopt an effective course of action.
9. Plan, implement and monitor a programmed approach to problem resolution
10. Meet schedules and time lines.
11. Work independently with minimal supervision.
12. Effectively plan and organize work.
13. Independently prepare and maintain of a variety of letters, documents, reports and files related to assigned activities.
14. Collect and analyze data.
15. Plan, implement and monitor a programmed approach to problem resolution.
16. Coordinate and support special projects.
17. Train individuals and groups.
18. Develop and/or coordinate training programs.
19. Maintain confidentiality of non-public information.

## **Education and Experience**

Any combination equivalent to:

1. High school diploma.
2. Two (2) years of college-level coursework.
3. Two (2) years of human resources experience.
4. Advanced computer experience or demonstrated skill, specifically with downloading and transferring data.

### **Preferred Qualifications:**

1. Bachelor's degree in a related area (highly preferred).
2. Two (2) years recent Human Resources experience in public higher education.
3. Complex HR database systems skill and experience.

## **WORKING CONDITIONS:**

### **Environment:**

1. Office environment.
2. Constant interruptions.

### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extended periods of time.
5. Bending at the waist.
6. Lifting, carrying, objects up to 20 lbs.

### **Hazards:**

1. Contact with dissatisfied or abusive individuals.

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