



## RECRUITER I

JC: 000217  
PB: 2  
FLSA: Exempt

BU: 91 (NR)  
Created: September 2003  
Revised: June 2019

*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.*

### **DEFINITION**

Under close supervision, performs a variety of analytical tasks processing personnel requests in the areas of recruitment, testing and selection, classification and compensation. Facilitates recruitment activities by preparing job postings and advertisements. Administers job selection procedures.

### **CLASS CHARACTERISTICS**

This is the entry level classification in the Recruiter series. This classification is distinguished from higher level Recruiters by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related recruiting experience.

### **REPORTS TO:**

Supervisor of Recruiting or his/her designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Performs a variety of analytical tasks in processing personnel requests in the areas of recruitment, testing and selection.
2. Performs recruitment activities; prepares job-postings and advertisements; screens applications.
3. Administers job selection procedures for application review, testing and assessment and interviews.
4. Performs a variety of analytical tasks in processing Long Bid Forms and Short Form Applications.
5. Administers the Temp Help requests; contacts and schedules temporary staff for various department positions.

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6. Provides assistance for internal and external customers.
7. Conducts organizational and classification studies using a variety of evaluation methods; recommends adjustments; prepares job analysis documents and class descriptions.
8. Prepares reports, presentations and documentation; maintains accurate records and files.
9. Conducts a variety of individual or group meetings including exit interviews and new employee orientation.
10. Responds to employee requests and public inquiries in a courteous manner; provides information within area of assignment; resolves complaints in an efficient and timely manner.
11. Interprets and explains human resources policies, procedures, rules and regulations to District staff.
12. Stays abreast of new trends, legislation and innovations in the field of human resources.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of Human Resources
- Basic principles and practices of personnel services programs and operations.
- Methods and techniques of research and data collection.
- Basic methods and techniques of recruitment, selection and interviewing.
- Basic principles, practices, methods and techniques of job evaluation and analysis.
- Basic principles and practices of compensation programs.
- Methods and techniques of basic report writing.
- Current office procedures, methods and equipment including computers.
- Related Federal, State and local codes, laws and regulations.

### **Ability to:**

- Perform a variety of tasks in support of personnel services programs in the areas of recruitment and selection, job analysis, classification, and compensation.
- Collect and analyze data from surveys and assessments.
- Prepare clear and concise reports and documentation.
- Maintain accurate records and files.
- Learn to interpret and apply laws, policies, procedures, rules and regulations.
- Respond to requests and inquiries from employees and the general public.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Research, analyze and evaluate issues.
- Identify problems and find solutions.
- Assist with implementation.

**MINIMUM QUALIFICATIONS**

**Education:**

A Bachelor's Degree in Business Administration, Public Administration, Human Resources, or a related field.

**Substitution:**

Full-time equivalent verifiable professional level experience in talent acquisition or recruiting may be substituted for the education on a year-for-year basis.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 3500 – Professionals

**Census Code:** 0630 – Human Resources Workers

**Safety Sensitive:** No