



SENIOR RECRUITER

JC: 000239
PB: 5
FLSA: Exempt

BU: 91 (NR)
Created: October 1987
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 supervision, performs the more difficult and complex analytical tasks processing personnel requests in the areas of recruitment, testing and selection, classification and compensation administration by collaborating with other departments; provides assistance in the interpretation and administration of recruiting policies and procedures; facilitates recruitment activities by preparing job postings and advertisements; administers job selection procedures; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Recruiter series. This classification possesses a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. At this level, incumbents are assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. Positions in this classification are flexibly staffed and can be filled by advancement from the journey level, or when filled competitively, by incumbents with prior full journey level experience. This classification is distinguished from the Supervisor of Recruiting in that the latter is a full supervisory-level classification responsible for planning and evaluating the quantity and quality of work performed by subordinate recruiting staff.

REPORTS TO

Supervisor of Recruiting or his/her designee.

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

1. Performs the complex work of staff responsible for providing personnel services in a specific area including classification, recruitment, testing and selection, classification and compensation; administers current program; evaluates methods, procedures and services; researches new methods and techniques to enhance program services.
2. Provides full cycle recruiting activities for internal, external, union and non-union positions; partners with manager and Office of Civil Right to fill vacancies and meets district hiring measures and goals. Creates hiring plan, job posing design and implementation.

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3. Implements outreach recruitment programs using social media strategies; review and screens applications.
4. Designs and implements outreach recruitment programs; makes recommendations on recruitment strategies; obtains qualified candidates from target groups.
5. Coordinates testing activities and interview processes; prepares and reviews written tests; prepares documents and manuals for implementing testing/selection procedures; develops interview questions, training and experience guidelines, and performance and assessment tests; coordinates interview process; compiles test results.
6. Advises departments on classification and compensation requests and issues; recommends compensation adjustment and updates; makes recommendations for allocation or reallocation of positions; develops and updates job descriptions.
7. Develops and updates training materials. Develops and facilitates interview workshops, resume writing, panel review and new supervisor training to district employees.
8. Trains assigned employees in their areas of work including specific methods, procedures and techniques for assigned personnel services in area of responsibility.
9. Prepares reports, presentations and documentation; maintains accurate records and files.
10. Responds to employee requests and public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
11. Stays abreast of new trends, legislation and innovations in Human Resources.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of personnel services programs in assigned area of recruitment, testing, selection, classification and compensation program administration.
- Collective bargaining contracts and labor practices in unionized environment.
- Salary negotiation and pay practice.
- Current trends and best practices.
- Principles and practices of personnel services management.
- Principles and practices of benefits program administration.
- Principles and practices of classification and compensation program administration.
- Methods and techniques of research and data collection and analysis.
- Methods and techniques of designing and conducting applicant testing and assessment programs.
- Principles of supervision and training.
- Principles and practices of labor relations and collective bargaining.
- Principles of advanced report writing.
- Advanced methods and techniques of implementing personnel services in assigned program areas.
- Related Federal, State and local codes, laws and regulations.

Skill in:

- Performing advanced level duties in assigned area, including recruitment and selection, job evaluation, classification and compensation program administration.
- Planning, organizing, assigning and reviewing the work of assigned staff.
- Interpreting, explaining and enforcing department policies and procedures.
- Analyzing complex problems, identifying alternative solutions, making recommendations.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Performing classification job evaluation duties.
- Preparing clear and concise reports and documentation.
- Working independently in the absence of supervision.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Reviewing business processes.
- Researching complex compensation data.
- Preparing presentation materials.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Three (3) years of (full-time equivalent) verifiable professional experience in talent acquisition or recruiting.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred

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