



RECRUITER II

JC: 000226
PB: 4
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 a variety of complex analytical tasks processing personnel requests in the areas of recruitment, testing and selection, classification and compensation administration by collaborating with other departments; facilitates recruitment activities by preparing job postings and advertisements; administers job selection procedures; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full journey level classification in the Recruiter series. This classification is distinguished from the Recruiter I by the performance of the full range of duties as assigned. Incumbents of this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this classification are flexibly staffed and are normally filled by advancement from the entry level, or when filled competitively, by incumbents with prior experience. This classification is distinguished from the Senior Recruiter in that the latter possesses a specialized technical or functional expertise within the area of assignment and may exercise lead direction over assigned lower level 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 human resources services in a specific area including 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 Rights to fill vacancies and meets district hiring measures and goals. Creates hiring plan, job posing design and implementation.
3. Implements outreach recruitment programs using social media strategies; review and screens applications.

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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. Coordinates with compensation division in advising 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 and trains assigned employees in their areas of work including specific methods, procedures and techniques for assigned personnel services in area of responsibility.
8. Prepares reports, presentations and documentation; maintains accurate records and files.
9. 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.
10. Stays abreast of new trends, legislation and innovations in Human Resources.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of personnel services programs in the area of recruitment, 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 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 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.
- Interpreting, explaining and enforcing department policies and procedures.
- Analyzing complex problems, identifying alternative solutions, making recommendations.

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- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- 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:

Bachelor's Degree in Business Administration, Human Resources or a closely 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