



## SUPERVISOR OF RECRUITING

JC: 000245  
PB: 7  
FLSA: Exempt

BU: 91 (NR)  
Created: October 2001  
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 direction, manages and supervises the daily operations and activities of the Talent Acquisition department; identifies resource needs and opportunities for improving service delivery methods and procedures for talent acquisition; performs related duties as required.

### **CLASS CHARACTERISTICS**

This is the first line supervisor/managerial level of the Talent Acquisition Department. This classification is responsible for supervising, assigning and reviewing the work of subordinate staff and may oversee the work of outside consultants or assisting higher level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff. This classification is distinguished from the Director of Human Resources in the latter is responsible for the operations and activities of the HRIS, Benefits and Talent Acquisition departments and staff.

### **REPORTS TO**

Director of Human Resources or designee.

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

1. Manages and supervises the operations and activities of the Talent Acquisition Department; provides general oversight of daily activity, escalations, strategies, goals and reporting.
2. Designs, develops, implements, administers and facilitates recruitment and training programs and curriculums; customizes classes for various departments. Plans, prioritizes, assigns, reviews and participates in the work of staff responsible for providing human resources services in recruitment; ensures work quality and adherence to established policies and procedures.
2. Oversees and coordinates the organization, operations and activities for the recruitment program; administers human resources program policies, procedures and regulations. Designs, develops and administers the Performance Management program including system updates, training, reporting and development of instructional guides.

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3. Develops, updates and implements goals, objectives and priorities; recommends and implements policies and procedures.
4. Monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and practices.
5. Performs the most technical and complex tasks of the assigned human\_resources program including, such tasks as specialized analyses and studies relating to classification and compensation, recruitment, testing, and selection strategies; represents the unit in responding to and resolving various concerns and issues.
6. Administers department activities including Educational Assistance program, grant budget, general expenses reporting.
7. Plans and provides oversight on assigned projects; identifies resource needs and opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.
8. Develops and fosters partnerships with internal and external community partners to promote workforce development; plans programs fairs, forums and events to develop working relationships and networks.
9. Provides report design, data analytics program summaries and updates as requested for internal departments and external agencies.
10. Participates in the preparation and administration of various district-wide programs, policies, or procedures relating to human resources operations and activities.
11. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
12. Prepares a variety of reports, presentations and documents for use by department and executive managers; ensures maintenance of accurate records and files.
13. 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; may act as assigned human resources expert witness in legal actions.
14. Attends and participates in professional group meetings; may represent Department on various committees throughout the District.
15. Stays abreast of new trends, legislation and innovations in the field of human resources.

## **QUALIFICATIONS**

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### **Knowledge of:**

- Operations, services and activities of human resources administration including processes, modules, recruitment, testing and, selection, classification, compensation, benefits, employee assistance, workers compensation program administration, human resources information systems (HRIS) and performance and learning
- Principles, practices and processes of human resources management
- Principles and practices of program development and administration
- Principles and practices of project management
- Principles and practices of classification and compensation program administration
- Principles and practices of human resources information systems (HRIS)
- Principles and practices of organizational development, management and leadership training
- Principles and practices of training program development
- Methods and techniques of research, and data collection and analysis
- Methods and techniques of designing and conducting applicant and assessment programs.
- Methods and techniques of effective communication
- Methods and techniques for assessing performance against established objectives
- Principles of advanced report writing
- Advanced methods and techniques of implementing personnel services in assigned program areas
- Principles and practices of supervision and training
- Federal, State and local codes, laws, guidelines, and regulations

### **Skill/Ability in:**

- Performing complex duties relative to assigned functional area, including recruitment, testing and selection, job evaluation, classification and compensation, benefits program administration, employee assistance, workers compensation, human resources information systems (HRIS) and performance and learning
- Supervising and coordinating assigned human resources programs
- Selecting, supervising, training and evaluating staff
- Applying practices, theories, techniques and management methodologies to assigned area
- Interpreting and applying department policies and procedures
- Analyzing complex problems, identifying alternative solutions, making recommendations
- Conducting compensation and benefits surveys and analyzing data
- Overseeing human resources information systems (HRIS)
- Conducting performance and learning programs
- Designing and developing supervisory and management training programs
- Performing research and data analysis and reporting; Analyzing workflow performing strategic analysis
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Preparing clear and concise reports and documentation
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

## **MINIMUM QUALIFICATIONS**

### **Education:**

Bachelor's Degree in Business Administration, Human Resources or a related field from an accredited college

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or university.

**Experience:**

Five (5) to seven (7) years professional verifiable experience in talent management, recruiting, or general human resources or related experience.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college 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