



Classification Title: Recruitment Technician

Department:	Human Resource Services	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	24
Supervision Received From:	An Assigned Supervisor, Human Resources	Date of Origin:	7/2019
Supervision Given:	General Supervision	Last Revision:	7/2019

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 by individual positions.

JOB SUMMARY.

Independently performs highly responsible and paraprofessional specialized and technical level work conducting full-cycle recruitment and selection of District personnel; coordinates the recruiting and hiring processes; provides technical support to hiring committees; coordinates with applicants.

DISTINGUISHING CHARACTERISTICS.

Recruitment Technician is the journey-level class in the Recruitment series. This class is distinguished from the Senior Recruitment Specialist by the former's coordination of standardized recruitments assigned to positions within the series, and by latter's lead-level duties in providing direction to lower-level department staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Drafts job postings from established class specifications; works with administrators, supervisors, and faculty department chairs to obtain preferred qualifications for job postings; creates, edits and publishes job postings in the online applicant tracking system; coordinates advertisements of postings including placing ads and processing invoices; drafts recruitment timelines.
2. Coordinates recruitments with committee chairs and provides training to hiring committees; provides training on screening applicants and interviewing; assists hiring committees with the development of application screening criteria and interview questions; works with Senior Recruitment Specialist or supervisor to ensure compliance with all legal requirements, equal employment opportunity (EEO) and District policies and procedures.
3. Screens and evaluates online applications for completeness, minimum qualifications and conformance with legal requirements; answers applicant and candidate questions regarding District employment and generates notices and correspondence to applicants and candidates; routes applications to hiring committees.
4. Ensures applicants' eligibility for employment in regards to citizenship and nepotism; works with Supervisor to ensure applicants' eligibility for employment in regards to criminal history and in identifying any special accommodations needed for the interview process.

5. Assigns user access to committee members for the District's online selection committee trainings or gives in-person training; checks training test grades and manages the database of trained committee members; ensures committee members sign confidentiality agreement forms.
6. Assists applicants with the online application process by providing technical support and user assistance; uploads documents to applications and corrects errors when needed.
7. Drafts and schedules interviews with applicants and coordinates the interview process; sends notifications to applicants not selected for interviews or positions; responds to applicant questions and provides information as appropriate.
8. Makes employment offers; serves as a liaison between the candidate and District during salary negotiations for initial hiring step placement as needed; gathers justification from candidates regarding their request for a higher step and provides input as needed; notifies candidates and processes pre-employment requirements; ensures pre-employment requirements are completed in accordance with District policies; assembles new hire information packets; communicates hiring information to other Human Resource Services and District personnel; creates Governing Board agenda items to ensure Governing Board approval.
9. Works with Senior Recruitment Specialist or supervisor to calculate initial salary placements for faculty hires by analyzing and evaluating transcripts and/or employment verifications using established formulas.
10. Generates mandatory reports in the applicant tracking system to calculate and analysis the adverse impact statistics for each position throughout the recruitment process.
11. Conducts onboarding for new hires; drafts classification notices; assists with conducting new employee orientation sessions; assists employees in completing new hire paperwork, benefit enrollment forms and other required documentation.

Marginal Functions:

1. Provides backup for other department specialists, technicians and may provide administrative support staff and administrative support to Senior Recruitment Specialist and Supervisor
2. Maintains and updates the department website as it relates to the assigned area.
3. May provide guidance and direction to student and short-term workers.
4. May attend outreach events as they relate to Human Resources to include assisting applicants, job fairs, etc.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of employment recruiting and hiring experience.

Education/Training: Equivalent to completion of the twelfth grade.

Preferred Qualifications:

Completion of college-level coursework from an accredited college or university in human resources.

Knowledge of:

1. Basic practices and techniques in conducting recruitment and selection programs.

2. Basic methods and practices of public personnel administration and applicable federal, state and local laws and regulations.
3. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
4. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
5. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
6. Basic research methods and data analysis techniques.
7. Provisions of the California Public Records Request Act and the Ralph M. Brown Act.
8. Federal, state and local laws, regulations and court decisions governing area of assignment.
9. Human resources and general accounting systems and associated systems, practices and procedures for processing information and interpreting input and output data.
10. Modern office practices, procedures and equipment including computers and applicable software programs.
11. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.
12. Principles of human resources policies and labor contract provisions.

Skill in:

1. Assisting in the coordination of recruiting and employment processes.
2. Writing and advertising position announcements, as applicable to areas of assigned responsibility.
3. Training groups of selection committee members.
4. Understanding, interpreting, explaining and applying policies and procedures related to recruiting and employment.
5. Composing clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
6. Tracking statistical information utilizing complex spreadsheets and databases.
7. Communicating clearly and effectively, in both oral and written English.
8. Preparing clear, concise and accurate reports, documents, data entry records and other written materials.
9. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
10. Organizing and maintaining specialized files.
11. Maintaining confidentiality of files and records.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Exercising tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.