

MONTEREY COUNTY OFFICE OF EDUCATION

RECRUITMENT SPECIALIST

CLASSIFICATION: Classified

SALARY LEVEL: 37.5

WORK YEAR:

DEFINITION:

Under the general supervision of the Senior Director of Human Resources, the Recruitment Specialist perform a wide variety of professional-level duties related to the recruitment, testing, and selection, assures compliance with a variety of laws, rules, regulations and codes related to personnel and employment

SUPERVISOR:

Senior Director of Human Resources

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Plan, organize and implement recruitment activities
- Assists job seekers in applying for appropriate positions, matching skills and experience to available positions openings
- Appraises applications materials as assigned, assessing individual applicant qualifications to minimum qualifications of specified job classes and identifying most qualified candidates; consults with subject matter experts as needed
- Schedules interviews, secures panel members; provides an orientation to members and facilitates panel to ensure compliance with applicable regulations
- Prepares and distributes applicant and candidate notifications for application status, examination results and rank placement on list(s)
- Coordinates the preparation of appropriate written, performance, skill and oral panel interview examination test parts
- Administers employment testing including test parts for written examinations, performance exercises, skill tests and bilingual/biliterate examinations
- Reviews requests for reasonable accommodation; determines alternate testing options and arranges accommodations for applicants with disabilities
- Confers with hiring authorities regarding certification procedures, recruitment status, appraisal panel members, anticipated position openings and related problems and concerns

- Oversees lateral position transfer processes, announcing positions available for lateral transfer, accepting lateral transfer requests and determining employee eligibility for transfer; coordinates special lateral transfer events
- Interprets and explains personnel policies, regulations, bargaining unit requirements to hiring authorities, employees, job seekers, candidates and the general public regarding employment testing and examinations, selection procedures, classification specifications, restricted recruitments, initial salary placement and related personnel procedures and policies
- Researches, audits and analyzes technical transactions to resolve questions and validate data; collects, compiles and analyzes data and information; develops recommendations, and prepares and presents reports
- Plan, organize and carry out studies, surveys or other special projects involving human resources issues
- Ensures conformance with personnel policies, regulations and bargaining unit agreements
- Clarifies and reconciles program issues; coordinates information and ensures professional business communication between Human Resources and other divisions/departments, vendors, staff, and the public
- Coordinate and communicate with various website agencies and publications to advertise positions
- Participates in the development of related forms including employment applications, examinations, standardized written communications and referral procedures
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to high school diploma
- Any combination of post-secondary education, experience and training equal to four (4) years of clerical administrative, secretarial, and/or human resources experience, which has provided the applicant with the required knowledge and abilities to successfully perform job duties including no less than three (3) years of demonstrated experience

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques, letter and report writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices, graphic arts
- Standard office practices, including filing systems, receptionist, telephone techniques, and arithmetic
- Business English usage, spelling, grammar, punctuation, and report and/or letter writing
- Methods, practices, terminology and procedures used in recruitment, selection and testing
- Records management
- Graphic arts layout and design

Skills and Abilities:

- Performs clerical work of advanced difficulty with accuracy and without close supervision
- Interact with and maintain cooperative relationships with those contacted in the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timetables
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Communicate in English, clearly and concisely, both orally and in writing
- Operate modern office equipment including computer
- Perform mathematical calculations with speed and accuracy
- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties and office policies
- Handle information in a discreet and confidential manner
- Analyze situations accurately and adopt an effective course of action
- Exercise reasonable judgment in unusual circumstances
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Speak effectively to large and small group meetings
- Perform a variety of recruitment and selection functions
- Provide information and assistance to applicants, employees, supervisors and administrators
- Meet schedules and time lines

Desirable Qualifications:

- Experience in a public education environment

Licenses and Certifications:

- Possession of an appropriate valid California driver's license with evidence of insurability

Available Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE