CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Recruitment And Selections Specialist** **UNION:E-TEAM**
SG:E1-10
DEPARTMENT: **Human Resources** **CS:N**
FLSA:Y
EEO4CODE:PR

JOB SUMMARY:

Partners with hiring officials and Human Resources Account Managers to plan and implement employment recruiting and selection processes in compliance with Civil Services rules, labor agreements and all related federal, state and local laws, regulations, policies, contracts and procedures.

SUPERVISORY RELATIONSHIP:

Reports to the Human Resources Manager, Services. Works independently under general supervision and the guidance of Civil Services rules, labor agreements and all related federal, state and City laws, regulations, policies, contracts and procedures. May receive technical guidance from the Civil Service Examiner.

ESSENTIAL FUNCTIONS OF THE JOB:

Designing recruitment and selection processes:

1. Advises and coordinates with hiring officials to design open and competitive or promotional processes for recruitment and selection. Partners with hiring officials and Human Resources Account Managers to develop or purchase written tests, field tests, oral board interview questions and assessment centers. Develops assessment tools such as rating forms. Reports on and submits processes to Civil Service Commission for approval, as appropriate.

2. Develops recruitment strategy appropriate to each vacancy. Creates materials including job announcements, advertisements and mailings, or delegates as appropriate. Coordinates recruitment campaign including placement of advertisements, posting on Internet sites and use of other media.

3. Provides input in and implements overarching strategies and programs to promote the benefits of City employment, attract candidates and conduct outreach to under-represented groups. May include participation in job fairs, developing relationships with college and university placement centers, developing new sources and technologies, and conducting other sourcing activities.

Facilitating testing processes:

4. Coordinates notifications to applicants and candidates regarding status of applications and the selection process such as testing dates, test scores, interview dates, placement on eligibility registers and any additional steps.

5. Coordinates, directs and administers interview panels, exercises and written or practical tests. Partners with Human Resources Account Managers, hiring officials and departmental administrative staff regarding logistics.

Processing and communicating program information:

6. Ensures timely posting of applicant status information and provides information on status of recruitment and selection activities and processes to applicants, Human Resources staff and hiring officials.

7. Prepares and maintains a variety of records, files and reports on recruitment and selection activities. Ensures accuracy and timeliness of eligibility and referral lists and certification relative to Civil Service and other recruitment and selection processes. Prepares and presents hiring statistics.

Orienting and training hiring officials and testing participants:

8. Trains hiring officials, oral board panels and assessors in proper interviewing techniques. Trains field test raters and observers on proper role and techniques.

9. Provides orientation to test takers for Civil Service and other exams, as appropriate.

Program and regulatory compliance:

10. Verifies status of positions and authorization to fill vacancies before opening a process.

11. Ensures compliance with Civil Service rules and regulations, City policies and procedures, and a variety of State and federal laws concerning recruitment and selection programs.

ADDITIONAL WORK PERFORMED:

1. Conducts new employee orientation sessions and performs various duties in support of the employee onboarding process such as reference and background checks.

2. Performs a variety of administrative tasks, as necessary, that support the recruitment and selection program such as data entry and file maintenance.

3. As needed, may partner with hiring officials and Human Resources Account Managers to review or modify job descriptions in order to design appropriate testing processes.

4. May participate as a member of interview panels when indicated by special circumstances.

5. Coordinates and performs work related to special projects, as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge:

- Thorough knowledge of the department and the technical functions, operations, principles and practices for recruitment and selection.
- Working knowledge of federal, state and local program-related codes and regulations, policies and procedures relevant to legally-defensible recruitment and selection processes, especially:

Uniform Guidelines on Employee Selection Procedures, Bellingham Civil Service Rules, Americans with Disabilities Amendments Act and Washington Law against Discrimination.
- Thorough knowledge of City departments, functions, activities and positions.

Skills:
- Demonstrated skill in project management with ability to adapt and respond quickly to changes in the work environment, manage competing demands and deal with frequent change, delays or unexpected events.
- Excellent oral communication skills, including public speaking and making presentations to groups such as the Civil Service Commission, assessors and test candidates.
- Excellent written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary for producing a variety of reports, analyses and recommendations.
- Skill providing good customer service to internal and external customers.
- Skill in working with diverse populations and ability to conduct self with poise and impartiality.
- Skill in planning, organizing, problem solving and decision making.
- Proficiency in standard office software applications and advanced computer applications specific to recruitment and selection.
- Development and administration of examinations for various entry level and promotional positions.

Ability to:
- Ability to work with applicants, management, co-workers and other City employees using courtesy, tact and good judgment.
- Ability to evaluate, recommend and implement improvements to programs.
- Read, interpret, apply, and explain rules, regulations, policies and procedures to prospective applicants, the public, City officials and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Influence the opinions and decisions of hiring officials.
- Maintain confidentiality of records and sensitive information.
- Understand and accurately apply basic math skills.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the job including:
  - Communicate clearly and persuasively over the telephone and in person;
  - Operate a computer;
  - Occasionally lift and/or move up to 10 pounds and rarely lift and/or move up to 40 pounds.
  - Visual ability sufficient to see details at close range (within a few feet of the observer).

WORKING ENVIRONMENT:

Work is performed primarily in an office environment with long periods at a computer workstation. Occasional fieldwork, including working outdoors in all weather conditions may be required. May require extended hours and occasional weekend or evening work, as well as occasional travel to conferences or recruiting events.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Baccalaureate degree in human resources, business or public administration, or related field and one year of experience in recruitment and selections or related field.

OR

- Associate degree in business, public administration, human resources management or related field and three years of experience related to recruitment and selection. Additional experience in the program area or in other Human Resources disciplines is desired.

  Professional in Human Resources (PHR) or SHRM-CP certification may substitute for two years of experience or education.

OR

- An equivalent combination of experience and training that provides the applicant with the knowledge and skills to perform the job.

PREPARED BY: L. Klemanski
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4/10

REVIEWED BY: _____
Ameleah Sullivan
Interim Human Resources Director

REVISED BY: A. Sullivan
12/15