

## RECRUITMENT AND CLASSIFICATION ANALYST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Professional	Confidential	74	06/26/08	Classified	1 of 3

**DEFINITION:** Under direction, oversees and coordinates the day-to-day administration of recruitment and selection, classification and compensation, organizational analysis, and testing; assists in implementing program goals and objectives; provides strategy and counsel on recruitment and classification matters; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:** The Recruitment and Classification Analyst is a professional analytical class within the Human Resources Office where generalist expertise is utilized to perform complex and difficult human resources functions under a high degree of freedom from supervision. This class serves as a trainer, mentor and lead to lower level staff.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Oversees and coordinates the day-to-day activities and operations of recruitment and selection, classification and compensation, organizational analysis, and testing; ensures that recruitment efforts are consistent with applicable human resources rules, laws, policies and collective bargaining agreements;
- Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
- Oversees administration of and/or performs recruitment and selection activities for classified, faculty, management, supervisors, and confidential positions district wide including; development of job announcements, preparation/scheduling/administration of employment examinations, coordinates activities of hiring committees, scheduling of hiring interviews and any other selection methods used; develops tests; presents information at hiring workshops;
- Develops new recruitment sources, advertising and public relations techniques with special emphasis on obtaining qualified candidates;
- Plans and administers electronic recruitment and applicant tracking system ensuring continuous system improvements and upgrades;
- Establishes and monitors recruitment goals for time to fill and cost per hire and related measures of performance; tracks and monitors recruitment workflow and timelines; measures team performance against standards of performance;
- Oversees, coordinates, and performs appropriate test validity, test item, adverse impact and diversity statistical analysis and implements appropriate actions;
- Conducts and implements classification, reclassification, and organizational studies; evaluates and determines appropriate classifications and structures; prepares written reports and recommendations; develops new and revises existing classification specifications;
- Oversees and coordinates reclassification studies; explains process to employees; distributes, collects, reviews, and forwards position analysis questionnaires; coordinates process with outside consultant;
- Conducts wage and compensation studies and surveys; compiles data and prepares written reports including recommendations for action; responds to inquiries from outside agencies regarding wages, compensation, and classification information;
- Answers questions and provides information and general assistance regarding recruitment, selection, classification, and compensation activities, policies, procedures, rules, and regulations;

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- communicates a variety of information using various methods including orally and in writing;
- Participates in the preparation and administration of the recruitment program budget; submits budget recommendations; monitors expenditures;
- Conducts various special projects and performs various functions in support of the District's Human Resources Office; prepares staff reports and other documents;
- Provides staff assistance to management staff; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary;
- Assists the District Equal Opportunity Advisory Committee in conducting analysis, development and recommendations of programs, workshops and EEO planning activities;
- Counsels District management and employees regarding EEO and diversity outreach needs and issues and acts as liaison with various agencies, organizations, and groups when required;
- Assists in the coordination of various staff development functions and activities and conducts appropriate training;
- Serves as a trainer, mentor and lead to lower level, human resources staff;
- Travels to various District and community sites in the carrying out of functions;
- Interprets rules, regulations, laws, collective bargaining agreements and policies in carrying out duties and making recommendations to management;
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Operations, services, and activities of a comprehensive human resources program; personnel management principles and practices related to recruitment, testing and selection, salary administration, reasonable accommodation, classification/compensation, EEO and diversity outreach programs; recruitment and selection techniques and procedures; general principles of public administration and management; principles and practices of recruitment program development and implementation; recent developments, current literature, and sources of information related to recruitment and selection, classification and compensation, organizational analysis, and testing administration; methods and techniques in conducting research and analyzing data; business letter writing and report preparation; principles and procedures of record keeping; modern office procedures, methods, and equipment including computers and applicable software applications; statistical methods as applied to human resources activities; pertinent District functions; pertinent District, local, state and federal policies, rules, regulations and laws.

**Ability To:** Coordinate and direct the day-to-day operations and services of a comprehensive human resources program including recruitment and selection, classification and compensation, organizational analysis, and testing; oversee and participate in the maintenance of accurate and complete employee records; research, analyze, and evaluate new service delivery methods and techniques; speak confidently to a group of individuals; prepare clear and concise correspondence and reports; operate and use modern office equipment including a computer and various software packages; develop comprehensive plans from general instructions; complete multi-faceted projects, activities and/or functions with good attention to detail; meet with the public and all levels of employees to discuss and resolve problems tactfully, courteously and effectively; establish and maintain good working relationships, properly interpret and make recommendations and decisions in accordance with laws, regulations, policies and collective bargaining agreements; conduct organizational, procedural and statistical research studies and analyze and prepare comprehensive reports and recommendations; lead, mentor and train lower level staff; organize and implement various human resources related functions; plan and prioritize

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work; analyze technical problems, evaluate alternatives and make sound recommendations and decisions.

**Education/Training:** Equivalent to completion of a bachelor’s degree from an accredited college with major course work in human resources management, business administration, public administration, labor relations or a related field.

**Experience:** Equivalent to at least four years of increasingly responsible professional level experience in human resources functions.

**License/Certification:** A valid Class C California Driver’s License.