Recruitment And Classification Analyst

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

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.

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- 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 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.

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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.

Skill/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.

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- 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 work.
- Analyze technical problems, evaluate alternatives and make sound recommendations and decisions.

Education/Experience

- 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.
- Equivalent to at least four years of increasingly responsible professional level experience in human resources functions.
- A valid Class C California Driver's License.

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