

CLASS TITLE: RECRUITMENT SPECIALIST

Class Code: 02734100
Pay Grade: 24A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Department of Administration, Office of Personnel Administration, to plan statewide recruitment efforts, to recruit applicants from the underrepresented targeted areas, and focus recruitment for selected examinations by on going contact with community groups; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior from whom general and specific assignments and instructions are received; work is reviewed in process and upon completion for conformance to policies, rules and regulations and compliance with assignments and instructions.

SUPERVISION EXERCISED: May supervise volunteers or interns assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Department of Administration, Office of Personnel Administration, to plan statewide recruitment efforts, to recruit applicants from the underrepresented targeted areas, and focus recruitment for selected examinations by on going contact with community groups.

To maintain effective liaison with community agencies and with appropriate professional and lay groups in order to promote the goals of the program and build rapport.

To participate, as a user, in the development and maintenance of an automated system of available candidates possessing the appropriate skills and qualifications for occupational groups, and to make necessary notifications thereof.

To make personal contact with potential applicants to effectively direct attention to the upcoming examinations and respond to questions regarding State Merit System Laws, rules and procedures questions regarding State Merit System Laws, rules and procedures as well as the State's application procedures.

To analyze, as directed, statutes, rules and regulations and to report thereon to a superior.

To attend meetings and conferences involving state, federal and local officials, professional and the public concerning occupational recruitment programs and objectives.

To prepare indepth reports and communications reflecting the data and statistics of the recruitment program and its procedures.

To offer periodic career information presentations about the program to target group candidates identified by community organizations or department staff.

To establish ongoing relationships with target groups communities and maintain contact regardless of the examination schedule.

To increase interest in the program and improve the likelihood that candidates from the target communities will view state employment as a feasible and pleasant option.

To participate in career days and job fairs when requested; and provide general job information for target group students.

To monitor recruitment efforts to determine if the efforts need to be modified or adjusted.

To log the successes and difficulties encountered through the recruitment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and techniques of equal opportunity for employment; a familiarity with the needs and awareness of the problems of underrepresented target groups; the ability to develop methods and procedures necessary for the effective administration of an employee recruitment program; the ability to interview persons and evaluate their qualifications and personal attributes; the ability to establish and maintain effective relations with state, local and community organizations as well as the general public; the ability to establish and maintain effective working relations with minority groups; the ability to prepare in depth reports and communications relative to the program; the ability to establish and maintain effective relations with interpreters; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Psychology, Sociology, Education, Public Administration, Business Administration, or a closely related; and

Experience: Such as may have been gained through: employment in a public agency, or in private industry, which has involved the application of accepted principles and techniques in the administration and maintenance of an employee recruitment program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised February 1, 1998

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