

HUMAN RESOURCES RECRUITER

JOB DESCRIPTION

Classification Responsibilities: A Human Resources Recruiter is an entry-level professional classification which performs responsible work in various assignments including routine recruitments and testing, and other personnel functions. Work involves the acquisition and application of professional knowledge and judgment. Duties include: handling routine recruitments from receiving the personnel requisition to establishing the list of eligible applicants; screening applications for minimum and preferred qualifications; monitoring oral boards and other testing; and assisting in developing employment examinations. This class may also be assigned to various teams and special projects. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the Human Resources Analyst class in that the Human Resources Analyst performs as a generalist in conducting complex duties requiring analysis and decision making when interpreting rules, handling employee relations matters, classification and compensation, and making evaluations from ambiguous data. This class reports to a Human Resources Administrator who reviews work in progress for completeness and accuracy, through conferences, and evaluation of overall results achieved. This class is FLSA exempt-administrative (full-time). (Part-time, Non-benefited employees in this class are FLSA nonexempt.)

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree with major coursework in Human Resources Management, Public or Business Administration, or a related field. Some (6 months - 1 year) professional or paraprofessional Human Resources experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Recruiting and testing experience is preferred.

ESSENTIAL FUNCTIONS

Communication: Establishes and maintains effective working relationships with management, coworkers, representatives from other agencies, assigned department personnel, and the general public. Communicates clearly both orally and in writing. Explains technical personnel problems in non-technical language. Interprets and explains policies and procedures related to recruiting. Provides advice and counseling for rule and policy interpretations for City employees and departments. Prepares advertisements for position vacancies, job announcement bulletins, application supplements, examination procedures, presentations, and other materials and documents.

Manual/Physical: Handles routine recruitments from: receiving the personnel requisition, preparing job announcements and supplements, preparing advertisements, screening applications for minimum requirements, and establishing the list of eligible applicants. Revises job descriptions as needed. Grades, evaluates, and reports results of examinations. Monitors oral boards and other testing.

Mental: Assists in developing employment examinations. Plans, organizes, coordinates, and administers the pre-employment examination process. Scores examinations and assists in statistical applications. Comprehends and makes inferences from written materials. Prioritizes work assignments. Learns job-related materials through on-the-job training and in classroom settings.

Knowledge and Abilities:

Knowledge of:

the techniques, principles, and methods used in recruitment and testing; and personnel methods and techniques of public personnel administration.

Ability to:

plan, organize, and coordinate activities to accomplish work assignments; and establish and maintain effective working relationships with management, coworkers, other City employees, vendors, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 4/18

TR/co/kc

CS4422.DOCX

CS4639 (Part-Time, Non-Benefited)

EEO-Prof

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 47

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IND-8810

SWORN-No