



Job Specification

Job Title: Employee Recruitment Specialist
BCAT Code: 505X AV
Pay Grade: G14

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

Job Description

Provides professional level support and expertise to hiring departments and managers in the identification and recruitment of qualified job candidates.

Job Duties/Responsibilities

- Assesses recruitment needs while developing and recommending recruiting strategy.
- Maintains an excellent relationship with managers and hiring departments.
- Verifies recruiting information submitted by managers and hiring departments
- Creates, develops, and evaluates job postings and vacancies.
- Researches and analyzes recruitment strategies adopted by other organizations.
- Prepares routine recruitment reports.
- Serves as subject-matter-expert and liaison in recruitment seminars and meetings.
- Advises and recommends to managers and departments on best recruiting practices.
- Monitors, evaluates, and tracks performance of recruitment strategies.
- Performs other professional level recruiting duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of recruitment and human resource practices, policies, and procedures
- Knowledge of basic computer operation and software (spreadsheets, word processors, presentations, graphic design, databases).
- Ability to multi-task, pay attention to detail, travel, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively verbally and in writing

Minimum Hiring Standards

Bachelor's degree and two years of related experience, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.