



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL RECRUITMENT SPECIALIST

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 56 Job Code #: YC54
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JOB SUMMARY

This is the specialized advanced journey level performing Principal Recruitment Specialist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Expert within a defined area of specialty; or 2) A Project Manager for projects involving the highest level of technical complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

Technical Expert: Acts as a technical expert for a major functional area or specialized field. May represent Metropolitan as expert in a technical field or functional discipline; develop comprehensive technical strategies and policy recommendations for Metropolitan within their area of expertise; and provide final approval of work within their technical expertise or functional specialty. Positions within this career path are the highest-level technical experts.

Project Manager: Acts as a lead and is responsible for project management of projects involving the highest level of technical complexity, political sensitivity, numerous contacts with high-level managers and officials both inside and outside of Metropolitan, are of high visibility to Metropolitan in the area of its core business or strategic initiatives, and negotiates policy aspects of programs or agreements with outside entities. Employees, generally have broad authority within established parameters to make major project decisions.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Oversees recruitments; reviews and approves staffing requisition forms submitted to fill vacancies and assigns to Staffing Specialist; reviews and approves recruitment literature including bulletins, advertisements, and brochures.
2. Monitors and analyzes staffing metrics, such as cost-per-hire, number of new hires, of vacancies, and sources of hire.
3. Acts as primary liaison with union representatives; meets with union representatives to discuss pending recruitment issues; and ensures timely review and response to grievance issues.
4. Assists in developing and implements human resources recruitment strategies, procedures, and programs.
5. Oversees functionality and accuracy within an automated recruitment system including web page management, applicant tracking, test question banking, and metrics.
6. Oversees and recommends participation in recruitment campaigns and represents Metropolitan at career days, job fairs, and other events.
7. Researches and tracks internal and external factors that impact recruitments including economic and workforce trends, technology, and process improvements.
8. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in a related field, and eight years of relevant experience; or four years as a MWD Senior Staffing Specialist level in the related field (effective through June 2015).

Required Knowledge of: Current trends and developments in strategic staffing sourcing and selection; design of organization structure to optimize functions; principles and practices used in the design of recruitment and selection instruments; policies, procedures, federal laws, state laws, and rules dealing with recruitment and selection; recruitment methodology, and statistical reporting procedures and research methods.

Required Skills and Abilities to: Assess hiring needs and develop strategies to meet those needs; work in partnership with managers to achieve hiring goals; research, gather and compile data; prepare and review correspondence, documents, and reports; prepare clear and concise reports; use applicable software applications; organize and prioritize work; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; Lead and train; and operate current office equipment including computers and supporting applications.

Job Title: Principal Recruitment Specialist

Job Code: YC54

Adopted: 10/05/08

Revised:

Supercedes:

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CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- Valid California Class C Driver License that allows you to drive in the course of your employment.

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.