



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SENIOR RECRUITMENT SPECIALIST

<b>Group-Section:</b> Human Resources	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 49 <b>Job Code #:</b> YC53
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### JOB SUMMARY

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

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Responsible for supporting the coordination and development of strategic staffing plans for recruitment and selection. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. 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 Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

**Technical Specialist:** Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

**Project Manager:** Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

### OVERSIGHT

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

**Supervision Given:** May act as a lead. May coordinate and review 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. Receives staffing requests to fill new or existing positions; follows up with hiring authority to plan a recruitment strategy.
2. Meets with hiring authority to discuss recruitment and selection needs; designs and develops recruitment plan and provides technical assistance regarding recruitment and selection issues.
3. Receives and reviews classification changes and communicates results to the hiring authority; responds to staffing issues and interprets and communicates policies and procedures.
4. Develops and designs recruitment literature including bulletins, advertisements, and brochures.
5. Obtains raters for interviews and other test parts and instructs raters regarding procedures and standards to be applied.
6. Plans and develops tests for required competencies for knowledge, skills, and abilities and establishes test standards. Schedules and proctors tests and interviews.
7. Oversees the rating of performance tests and interviews to ensure consistency.
8. Compiles, calculates, and analyzes numerical data and prepares tables for final hiring recommendations.
9. Receives and reviews background check reports and conducts reference checks and makes job offers and negotiates salary.
10. Conducts recruitment campaigns and represents Metropolitan at career days, job fairs, and other events. Monitors applicant pool and utilizes various strategies to ensure adequate pool is available for consideration.
11. Responds to requests for information.
12. 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 six years of relevant experience; or three years as a MWD Human Resources Analyst III level in the related field (effective through June 2015).

**Required Knowledge of:** Current trends and developments in strategic staffing; the organization structure; 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, statistical reporting procedures, and research methods; and current office technology and equipment.

**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; and operate current office equipment including computers and supporting applications.

### **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.

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Job Code: YC53

Adopted: 10/05/08

Revised:

Supercedes:

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