

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Recruitment and Selection Specialist	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9675	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 63 Salary Schedule F
<b>REPORTS TO:</b>	Associate Superintendent	<b>BOARD APPROVAL:</b>	12-17-01
		<b>BOARD REVISION:</b>	07-30-09

**BASIC FUNCTION:**

Coordinate and perform highly responsible and professional personnel administration duties requiring independent judgment and analysis for the smooth and efficient operation of the Human Resource Services Department for both classified and certificated management and non-represented personnel. Make recommendations, and provide advice to school management over interpretation and application of labor agreements; ensure district compliance with laws, policies, and labor agreements.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Coordinate and perform highly responsible and professional personnel administration duties requiring independent judgment and analysis for the smooth and efficient operation of the Human Resource Services Department for both classified and certificated management and non-represented personnel. Make recommendations, and provide advice to school management over interpretation and application of labor agreements; ensure district compliance with laws, policies, and labor agreements. **E**

Monitor certificated assignments, compliance with “No Child Left Behind” (NCLB), applications, and renewals to ensure credential requirements are met. **E**

Organize and compile documents, and coordinate activities related to salary administration, terms of employment, data gathering, report preparation, special project assignments, the recruitment, interview and selection process, interview proctoring; and duties related to labor relations and negotiations. **E**

Participate in the construction and revision of interview assessment forms; administer the interview and selection process; provide guidelines and direction to administrators regarding hiring practices; facilitate screening and interview panels; coordinate the examination process; ensure security of all recruitment and selection materials and related information. **E**

Gather and compile statistics and other data; research a variety of sources to provide reports including applicable legal provisions related to personnel and employee compensation. **E**

Perform assigned duties for recruitment, hiring, paper screening, interviewing, consulting with job applicants, reference checking, and preparing results of interviews. **E**

Process personnel actions such as transfers, promotions, retirements, waivers, letters of agreement, counseling, leave usage, and others. **E**

Conduct exit interviews, and maintain statistical data for use in developing effective recruitment strategies. **E**

Establish and maintain contact with the California Commission on Teacher Credentialing (CCTC) and the Sacramento County Office of Education (SCOE) Credentials Office to assure compliance; receive and submit

credential applications and credential to be registered; serve as a liaison among the district, the CCTC, and SCOE. **E**

Perform duties associated with position control, preliminary salary schedule placement, applicant tracking, management information systems, diversity programs, and other areas as assigned. **E**

Assist with coordination of classified and certificated management and non-represented staffing at sites and departments including the layoff/surplus process; develop staffing reports and information as requested. **E**

Serve as a liaison between administrators, district legal counsel, and collective bargaining units regarding employment issues; confer with employees, administrators, and applicants regarding work place issues, performance issues, staffing, and other personnel issues; provide information and assistance regarding personnel policies and procedures; interpret, apply, and explain laws, codes, rules, and regulations. **E**

Research and analyze data utilizing computer database management programs, coordinate the collection and preparation of data through computer-generated reports required by district personnel, or state and federal agencies. **E**

Assist with determining acceptable units for salary advancement or increases for classified and certificated personnel according to established district practices. **E**

Collect, assemble, and transmit confidential and controversial information, including evaluations, disciplinary matters involving personnel, and other sensitive issues; ensure district compliance with laws, policies, and labor agreements. **E**

Assist in resolving complaints from the public; communicate with outside groups and special organizations including City, County, and State officials. **E**

Compose statistical and narrative reports independently; research, compile, and prepare Closed Session Board and Superintendent's Cabinet agenda items; prepare letters, memos, forms, and other documents as required. **E**

Participate in training programs and activities inside the district and with outside agencies to maintain current knowledge of personnel and employee compensation laws, court decisions, rules, regulations, and trends affecting both the private and public sector. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and support the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree with a major in personnel, public or business administration, or a related field, and six years of increasingly responsible personnel, labor relations, or employee compensation experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding..... 60 Correct WPM  
 Word..... 95% Overall Score  
 Excel..... 95% Overall Score  
 PowerPoint ..... 95% Overall Score

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Principles and techniques of recruitment and selection of personnel.  
 Functions of personnel and contract interpretation.  
 Sound personnel and employee compensation terminology, policies, practices, and procedures.  
 Legal and equitable interview and selection techniques.  
 Fair Employment and Equal Opportunity policies and regulations.  
 Operations, procedures, specific rules, and precedents of the department.  
 Presentation, communication, and public speaking techniques.  
 Technical aspects of field of specialty.  
 Applicable sections of the State Education Code, other laws, rules, and regulations related to certificated and classified employment.  
 District organization, operations, policies, and procedures.  
 Bargaining unit reports, labor relations, and negotiations.  
 Operation of a computer, related software, standard office equipment.  
 Paperless electronic filing systems.  
 Research methods, and report writing and recordkeeping techniques.  
 Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.  
 Interpersonal skills using tact, patience, and courtesy.  
 Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
 Prepare and maintain statistical and other records and files.  
 Utilize effective leadership skills that work well within a team setting.  
 Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.  
 Operate a computer, related software, and standard office equipment.  
 Research, analyze, compile, and verify data, and prepare reports.  
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
 Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.  
 Exercise analytical and independent judgment.  
 Analyze situations accurately, and adopt an effective course of action.  
 Work confidentially with discretion, and complete work with many interruptions.  
 Communicate effectively, both orally and in writing.  
 Establish and maintain cooperative and effective working relationships with others.  
 Work in a team environment.  
 Compose correspondence and written materials independently.  
 Lift light objects according to safety regulations.  
 Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouching to retrieve files from cabinets and shelves; hear and speak to exchange information and make presentations; see to monitor various activities and read documents; lift light objects; transport materials to various locations.

**SAMPLE HAZARD:**

Contact with dissatisfied or abusive individuals.

**NOTE:** This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.

**APPROVALS:**

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Carol Mignone Stephen, Associate Superintendent, Human Resource Services

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Date

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Susan E. Miller, Interim Superintendent

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Date