NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

| Posting No: | 24 |
| Fiscal Year: | 2014/2015 |
| Posted Date: | 11/13/2014 |
| Reposted Date: | N/A |

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1236</td>
<td>Recruiter</td>
</tr>
</tbody>
</table>

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Client Services Support Services
    Micki Callahan, DHR
    Sandra Eng, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
INTRODUCTION

Under general direction, coordinates, directs and conducts the recruitment activities for a department or large division which may include employer branding, networking, marketing campaigns, and developing partnerships.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

May supervise the work of subordinate analysts or technical/clerical personnel.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Identifies, assesses and engages a diverse pool of potential qualified candidates through proactive networking, internal/external partnerships, print, on-line and in-person recruitment techniques

2. Develops and reviews recruitment plans and job announcements, makes presentations, screens and interviews applicants and makes hiring recommendations.

3. Develops and manages employer branding and marketing campaigns.

4. Works closely with hiring managers to understand the hiring needs, collaborate on recruitment and hiring initiatives and inform the hiring managers on the progress of initiatives.

5. Researches and evaluates approaches and strategies to recruitment; develops, maintains and analyzes statistics on recruitment activities; summarizes research and statistical findings in written reports.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: techniques and resources used in recruitment; statistical analysis.

Ability and Skill to: strong verbal and written skills in interviewing, outreach and networking; deal courteously, tactfully and effectively with department heads, managers, employees and others; supervise subordinates in performing in recruiting and assessing of applicants; work evenings and weekends; and prepare clear, concise, accurate and cogent reports.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are
Title: Recruiter
Job Code: 1236

required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:
Possession of a baccalaureate degree from an accredited college or university

Experience:
Two (2) years of verifiable professional-level experience in recruitment

License and Certification:
None

Substitution:
Additional qualifying work experience as a professional personnel analyst may be substituted for up to two (2) years of the required education on a year-for-year basis (30 semester/ 45 quarter units equals one year).

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 11/xx/2014

AMENDED DATE:

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN, SFMTA