

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: August 15, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 9 FY 2023/2024 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 15, 2023.

Carol Isen
Human Resources Director

by: 

Steve Ponder
Classification and Compensation Director
Human Resources

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 Operations
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**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: 9
Fiscal Year: 2023/2024
Posted Date: 08/08/2023
Reposted Date: N/A

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

Item #	Job Code	Title
1	1250	Recruiter

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.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Recruiter
Job Code: 1250**

DEFINITION

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

Class 1250 Recruiter is a journey-level classification distinguished from the 1241 Human Resources Analyst in that the latter class performs more generalized professional level assignments in the areas of recruitment and selection; classification and compensation; employee and/or labor relations; benefits administration; human resources operations; diversity, equity, and inclusion; and personnel training.

SUPERVISION EXERCISED

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

EXAMPLES OF 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.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Ability or 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.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Recruiter
Job Code: 1250**

MINIMUM QUALIFICATIONS

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

Substitution:

Additional qualifying work experience as a professional personnel analyst may be substituted for the required education on a year-for-year basis (30 semester/ 45 quarter units equals one year).

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 11/21/14

AMENDED DATE: 08/15/23

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN, SFMTA