

1250 Recruiter Virtual Information Session

Presented by Porsche Bunton
Diversity Recruitment Manager

Diversity Recruitment Team

DHR-Department of Human Resources





About the Information Session

- 1 Hour Session
- This session is recorded
- Presentation and PowerPoint will be available on our website
- No chat feature or questions allowed



Merit System Principles

Civil Service Commission (CSC) principles of the City and County's merit system include:

To provide fair treatment of applicants in all aspects of employment without regard to race, religion, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital or domestic partnership status, parental status, color, medical condition, and otherwise prohibited nepotism or favoritism.

Civil Service Rules: <https://sfgov.org/civilservice/rules>



This session will cover...

- Role of the 1250 Recruiter
- Duties of the position
- Minimum Qualifications
- Examination Process
- Common Frequently Asked Questions

- Work within Department of Human Resources, Workforce Development Division.
- Recruit highly qualified diverse candidates
- Foster meaningful collaborative partnerships
- Identify pathway opportunities for job seekers
- Enhance collaboration between City Departments

The 1250 Recruiter performs the following essential duties:

- Administers the [City's ACE Hiring Program for qualified disabled applicants.](#)
- Consults with City Department and hiring managers
- Coordinates Career events and recruitment efforts
- Host educational sessions to assist job seeker navigate City employment
- Develops and maintains a strong recruiting partnerships with community organizations, colleges and universities



Minimum Qualifications

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

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).



STEP 1: Applicants must apply by the provisions of the job opportunity announcement, including requirements, time periods, and other particulars.



STEP 2: Applicants must possess the minimum qualifications required by law and the job opportunity announcement by the final filing date.



STEP 3: Once the job announcement is closed, all applications are reviewed for minimum qualification requirements to determine qualification for further testing.



STEP 4: Applicants who do not qualify are notified by mail or email.



STEP 5: Applicants who qualify proceed to the next phase of the examination process which may include a: written test, an oral or assessment interview, performance test, supplemental application, or other examination.



STEP 6: Once the testing process is complete, examinations are scored and candidates are notified of test results.



STEP 7: Names of candidates who pass the examination are placed on an eligible list in rank order.

- Applicants who meet minimum qualifications will be emailed a supplemental questionnaire (SQ)
- Supplemental Questionnaire is designed to measure the knowledge, skills, and abilities in job related areas.
- The SQ Exam will be emailed to the email address listed on the candidate's online job application.

- Candidates will be required to respond to the SQ in the time frame.
- Responses cannot be changed once submitted.
- Candidates will be evaluated based on their SQ responses.
- Candidates must achieve a passing score on the SQ in order to continue in the selection process and will be placed on the confidential eligible list/score report in rank order according to their final score.

- **Where is the work location of this position?**

Answer: 1 South Van Ness, 4th Floor, San Francisco, CA. Due to the Covid-19 Pandemic work is currently remote.

- **Will this position require working weekends/evenings?**

Answer: The nature of this position may require to work weekends and time flexibility throughout the work week in order to accommodate for outreaching events.

- **What does Permanent Civil Service (PCS) status mean as it relates to the 1250 Recruiter?**

Answer: Permanent Civil Service serves a probationary period and gains seniority rights once probation is successfully completed.

- **What is the anticipated timeframe to hear back regarding application status once the recruitment closes?**

Answer: You should receive a status update by email within 4-6 weeks after the recruitment closes.

- **Will this position require traveling?**

Answer: Traveling within the Bay Area will be required. The City offers travel reimbursement as well as City vehicles.



Questions?

For questions regarding the recruitment, please contact the Recruitment Analyst responsible for the 1250 Recruiter position:

Gary Chen

Email: gary.w.chen@sfgov.org

Apply before the January 8, 2020 deadline!