WEBVTT

00:00:14.897 --> 00:00:18.347
Portia Bunton and I am the diversity recruitment

00:00:18.347 --> 00:00:21.617
Manager here to provide you information about our 12

00:00:21.617 --> 00:00:23.427
50 recruiter vacant position.

00:00:24.087 --> 00:00:27.647
I am also here with my colleague Gary Chant

00:00:27.647 --> 00:00:30.657
who is our Department, Department of Human Resources

00:00:30.657 --> 00:00:33.877
recruitment analyst. We are delighted to be

00:00:33.877 --> 00:00:36.917
here to present the cities virtual information session

00:00:36.917 --> 00:00:39.957
where we would discuss the position in more detail

00:00:39.957 --> 00:00:43.677
and with the hope that you apply. If you have any questions

00:00:43.677 --> 00:00:46.727
or concerns, please reach out to Gary who is our

00:00:46.727 --> 00:00:49.737
r recruitment analyst and you can find

00:00:49.737 --> 00:00:52.737
his contact information on the 12:50 recruiter job announcement.

00:00:53.297 --> 00:00:56.727
We also have closed captioning available

00:00:56.727 --> 00:00:59.787
today. If you would like to enable closed captioning, please click

00:00:59.787 --> 00:01:03.817
on that icon button near the CC button on

00:01:03.817 --> 00:01:05.897
the bottom right bottom right of your screen.

00:01:06.457 --> 00:01:10.057
Then click on the

00:01:10.057 --> 00:01:13.737
caption subtitle to choose your preferred

00:01:13.737 --> 00:01:17.047
language. Next, click on the subtitles settings to

00:01:17.047 --> 00:01:20.327
adjust the size of your text for closed captioning.

00:01:20.847 --> 00:01:24.017
With that, let's discuss the session.

00:01:26.237 --> 00:01:29.867
Today's session will be one hour

00:01:29.867 --> 00:01:31.247
This session is currently recorded.

00:01:31.887 --> 00:01:35.417
In the presentation, along with the power point

00:01:35.417 --> 00:01:38.877
slides will be available on the city website on

00:01:38.877 --> 00:01:43.187
the 12:50 recruitment job announcement

00:01:43.187 --> 00:01:46.207
Because this is a permanent civil service recruitment and

00:01:46.207 --> 00:01:49.217
we adhere to the Civil Service rules, we are

00:01:49.217 --> 00:01:52.267
not allowing any chat features or questions

00:01:52.267 --> 00:01:55.627
allowed for today's session. If you have

00:01:55.627 --> 00:01:58.697
any questions, concerns or would like to provide

00:01:58.697 --> 00:02:02.177
feedback, we kindly ask that you reach out to the

00:02:02.177 --> 00:02:02.767
ecruiter the recruitment analyst.

00:02:02.767 --> 00:02:04.817
Responsible for the job announcement.

00:02:08.457 --> 00:02:11.487
We are here to civil service principles in the

00:02:11.487 --> 00:02:14.597
city and County of San Francisco and that is to be

00:02:14.597 --> 00:02:18.027
able to provide fair treatment of applicants and

00:02:18.027 --> 00:02:21.987
all aspects of employment without regard to

00:02:21.987 --> 00:02:22.347
race religion.

00:02:22.867 --> 00:02:25.867
National origin ethnicity.

00:02:26.417 --> 00:02:29.777
Age

00:02:29.777 --> 00:02:33.087
disability gender identity

00:02:33.087 --> 00:02:33.387
ty. Political affiliation.

00:02:34.167 --> 00:02:35.847
Sexual orientation

00:02:36.357 --> 00:02:39.967
Ancestry, marital or

00:02:39.967 --> 00:02:40.827
domestic partnership status.

00:02:41.457 --> 00:02:42.787
Parental status.

00:02:43.547 --> 00:02:47.097
Color medical

00:02:47.097 --> 00:02:50.627
condition. An otherwise prohibited nepotism

00:02:50.627 --> 00:02:51.557

nepotism or favoritism.

00:02:52.187 --> 00:02:55.997
Civil Service rules can be found at the link

00:02:55.997 --> 00:03:00.027
below. You can also visit by going to FF

00:03:00.027 --> 00:03:02.157
GO v.org.

00:03:02.987 --> 00:03:04.047
Backslash.

00:03:04.627 --> 00:03:05.807
Civil service.

00:03:06.747 --> 00:03:08.177
Back slash rules.

00:03:12.357 --> 00:03:15.617
This session will cover the role of the

00:03:15.617 --> 00:03:16.357
12:50 recruiter.

00:03:16.897 --> 00:03:20.447
Duties of the position the

00:03:20.447 --> 00:03:23.647
e minimum qualifications needed to be able to meet the qualifications of

00:03:23.647 --> 00:03:26.907
the job. The examination

00:03:26.907 --> 00:03:29.437
process an commonly frequently asked questions.

00:03:34.087 --> 00:03:37.217
The 12:50 recruiter will be working for the city

00:03:37.217 --> 00:03:40.427
and County of San Francisco within the Department of

00:03:40.427 --> 00:03:43.717
Human Resources, the Department of Human

00:03:43.717 --> 00:03:46.797
Resources Work collaboratively with over 64

00:03:46.797 --> 00:03:50.557
different Department, serving as a centralized agents

00:03:50.557 --> 00:03:50.897
The part Department.

00:03:51.547 --> 00:03:54.987
This recruiter will be working within the

00:03:54.987 --> 00:03:58.537
Workforce Development Division within the Department of

00:03:58.537 --> 00:04:02.517
Human Resources and the role would be to recruit highly

00:04:02.517 --> 00:04:05.367
qualified, diverse candidates and various different positions.

00:04:06.087 --> 00:04:10.317
Foster meaningful collaborative partnership

00:04:10.317 --> 00:04:13.897
with community based organisations

00:04:13.897 --> 00:04:14.567
colleges in schools.

00:04:15.587 --> 00:04:18.627
Identify halfway opportunities for

00:04:18.627 --> 00:04:22.317
job seekers which may

00:04:22.317 --> 00:04:25.747
include apprenticeship programs, internship programs

00:04:25.747 --> 00:04:27.077
or fellowship programs.

00:04:27.617 --> 00:04:31.087
The recruiter will also enhance

00:04:31.087 --> 00:04:32.297
collaboration between City Department.

00:04:37.197 --> 00:04:40.567
The 12:50 recruiter performs the following

00:04:40.567 --> 00:04:40.997
essential duties.

00:04:41.507 --> 00:04:44.777
Duties include administering the cities

00:04:44.777 --> 00:04:47.937
access to City employment program. Also known

00:04:47.937 --> 00:04:51.377
as Ace the ACE program is

00:04:51.377 --> 00:04:54.457
the is to hire qualified applicants

00:04:54.457 --> 00:04:57.757
who identify with disabilities into various

00:04:57.757 --> 00:04:58.777
entry level positions.

00:04:59.507 --> 00:05:02.887
Little Critter will also consult with the

00:05:02.887 --> 00:05:05.637
city's Department managers and hiring managers.

00:05:06.957 --> 00:05:10.207
They will coordinate karere beds an

00:05:10.207 --> 00:05:10.377
n recruitment efforts.

00:05:11.627 --> 00:05:14.637
They would host a diss educational sessions

00:05:14.637 --> 00:05:18.187
to assist job seekers navigating city

00:05:18.187 --> 00:05:21.367
employment. These sessions include how to

00:05:21.367 --> 00:05:24.557
apply workshops and train the trainer workshops that

00:05:24.557 --> 00:05:28.357
we present to our community based organisations

00:05:28.357 --> 00:05:31.577
The recruiter will also develop and maintain strong recruiting

00:05:31.577 --> 00:05:35.417

partnerships with organisations

00:05:35.417 --> 00:05:36.477
colleges and universities.

00:05:40.127 --> 00:05:42.797
Minimum qualifications of the job.

00:05:43.537 --> 00:05:46.747
In order to qualify for the 12:50

00:05:46.747 --> 00:05:50.197
recruiter position, applicants must be able to meet

00:05:50.197 --> 00:05:51.607
the minimum qualifications of the job announcement.

00:05:52.147 --> 00:05:56.267
For this specific recruitment, education and

00:05:56.267 --> 00:06:00.077
experience is required in order to

00:06:00.077 --> 00:06:03.387
qualify. Applicants must possess a bachelors degree from

00:06:03.387 --> 00:06:05.747
an accredited college or University.

00:06:06.527 --> 00:06:09.557
Experience must also include two

00:06:09.557 --> 00:06:13.117
years of verifiable professional

00:06:13.117 --> 00:06:14.077
level experience in recruitment.

00:06:14.887 --> 00:06:19.417
There are also substitutions additional

00:06:19.417 --> 00:06:22.707
l qualifying work experience over the

00:06:22.707 --> 00:06:25.757
two years as a professional personnel analyst

00:06:25.757 --> 00:06:28.867
may be substituted for up to two

00:06:28.867 --> 00:06:32.497
years of the educational experience on a

00:06:32.497 --> 00:06:35.587
year to year basis, for example

00:06:35.587 --> 00:06:38.857
if you have more than two years of professional

00:06:38.857 --> 00:06:42.747
level experience in recruitment and you have up to four

00:06:42.747 --> 00:06:44.917
years and only an AA degree.

00:06:44.917 --> 00:06:47.307
You may qualify for this recruitment.

00:06:48.437 --> 00:06:51.567
For information about the minimum

00:06:51.567 --> 00:06:55.087
qualifications, we encourage you to review the job announcement

00:06:55.087 --> 00:06:57.627
to ensure that you meet the minimum qualifications.

00:06:59.437 --> 00:07:02.577
I'm now going to turn it to my

00:07:02.577 --> 00:07:07.167
colleague Gary Chan, who would discuss more about the application and hiring

00:07:07.167 --> 00:07:09.717
process and supplementals Gary.

00:07:10.957 --> 00:07:13.987
Thanks for show as Porter mentioned

00:07:13.987 --> 00:07:17.997
d, my name is Gary Chen. I'm the HR analyst for

00:07:17.997 --> 00:07:21.717
this 1250 examination

00:07:21.717 --> 00:07:24.977
process. I will be working with all the candidates throughout this

00:07:24.977 --> 00:07:25.417
whole process.

00:07:26.667 --> 00:07:29.937
I would be going in brief the application and

00:07:29.937 --> 00:07:33.297
hiring process that you as applicant can experience through

00:07:33.297 --> 00:07:33.437
this process.

00:07:35.077 --> 00:07:38.947
So step one application applicants

00:07:38.947 --> 00:07:40.167
must apply to the position.

00:07:40.767 --> 00:07:44.127
So you're all applicants will

00:07:44.127 --> 00:07:47.197
be visiting the job announcement to review the details

00:07:47.197 --> 00:07:50.457
of the position along with the

00:07:50.457 --> 00:07:53.637
opening filing period and closing filing period. Two of the most

00:07:53.637 --> 00:07:54.337
important things to know.

00:07:55.887 --> 00:07:56.747
Sub two.

00:07:58.017 --> 00:08:01.387
When you're reviewing the job announcement, you're going to be

00:08:01.387 --> 00:08:03.477
reviewing the minimum qualifications for the position.

00:08:03.987 --> 00:08:07.097
And determine whether you as applicant

00:08:07.097 --> 00:08:08.157
meet these qualifications.

00:08:09.117 --> 00:08:13.117
Note that some of these

00:08:13.117 --> 00:08:16.127

announcements, including this one, will have desirable qualifications

00:08:16.127 --> 00:08:19.747
attached to them. These are not considered during

00:08:19.747 --> 00:08:23.367
the minimum qualification review process, but just

00:08:23.367 --> 00:08:26.477
desirable qualifications after the

00:08:26.477 --> 00:08:27.337
e list has been established.

00:08:28.747 --> 00:08:30.247
And most importantly.

00:08:30.857 --> 00:08:34.257
Make sure that you apply to the position

00:08:34.257 --> 00:08:34.827
before it closes.

00:08:36.507 --> 00:08:39.647
Step three, once the

00:08:39.647 --> 00:08:40.257
announcement has closed.

00:08:40.947 --> 00:08:44.377
The analyst will review for

00:08:44.377 --> 00:08:47.327
application applications for all medical qualifications.

00:08:47.887 --> 00:08:51.277
With consideration of substitute

00:08:51.277 --> 00:08:54.457
language so the analysts will review each application to make

00:08:54.457 --> 00:08:57.307
sure each applicant reviews meets the minimum qualifications.

00:08:57.927 --> 00:09:01.157
At this point is really important that

00:09:01.157 --> 00:09:03.277
you as applicant include all the information.

00:09:03.817 --> 00:09:07.667
In your professional experience, an educational

00:09:07.667 --> 00:09:09.217
experience in the cities application.

00:09:09.757 --> 00:09:12.997
Please do not substitute information that's

00:09:12.997 --> 00:09:16.577
in the resume as to be

00:09:16.577 --> 00:09:20.547
nsidered. City policy requires us does not allow us

00:09:20.547 --> 00:09:22.717
through reviews. Resumes in lieu of applications.

00:09:24.097 --> 00:09:25.057
Step 4.

00:09:25.927 --> 00:09:29.297
Cannon said that do not

00:09:29.297 --> 00:09:32.597
qualify, meet the minimum qualifications will be notified

00:09:32.597 --> 00:09:34.257
that they do not meet qualifications.

00:09:35.767 --> 00:09:38.907
So, five applicants who qualify will

00:09:38.907 --> 00:09:42.467
then proceed onto the examination process, which I'll get in

00:09:42.467 --> 00:09:44.797
for this examination, which I'll get into shortly.

00:09:45.917 --> 00:09:49.547
And in step 6, exam process follows

00:09:49.547 --> 00:09:52.937
the deidentified

00:09:52.937 --> 00:09:56.497
process and then once it's complete, examinations are

00:09:56.497 --> 00:09:58.607
scored. An cannons are notified of the test results.

00:09:59.727 --> 00:10:00.837
In step 7.

00:10:02.257 --> 00:10:05.357
Names of candidates are

00:10:05.357 --> 00:10:08.537
ace excuse me names he identified scores are

00:10:08.537 --> 00:10:11.707
e then placed on eligible list and post publicly

00:10:11.707 --> 00:10:12.297
for everybody to review.

00:10:13.717 --> 00:10:14.707
Next slide, please.

00:10:23.537 --> 00:10:26.987
So for this particular tool, 50

00:10:26.987 --> 00:10:30.487
application process, we have established a supplemental questionnaire as

00:10:30.487 --> 00:10:32.497
the examination process.

00:10:33.017 --> 00:10:36.247
We will once all

00:10:36.247 --> 00:10:40.067
minimum qualification candidates have been

00:10:40.067 --> 00:10:44.407
identified. We will be emailing all applicants

00:10:44.407 --> 00:10:48.087
the supplemental questionnaire, which will detail all of

00:10:48.087 --> 00:10:51.387
the instructions that you will need to know as the applicant to

00:10:51.387 --> 00:10:54.537
complete the exam. This

00:10:54.537 --> 00:10:56.387
supplemental questionnaire, including the.

00:10:57.037 --> 00:10:58.097

00:10:58.727 --> 00:11:01.407
The testing deadline and then.

00:11:02.037 --> 00:11:04.577
How to return your error response?

00:11:05.117 --> 00:11:08.297
The supplemental questionnaire is designed to measure

00:11:08.297 --> 00:11:11.467
the knowledge, skills, and abilities in job related

00:11:11.467 --> 00:11:13.217
areas that have been identified for this position.

00:11:14.287 --> 00:11:15.147
Next slide, please.

00:11:20.527 --> 00:11:23.717
So the supplemental questionnaire is required

00:11:23.717 --> 00:11:26.737
as part of the exam process, so you must as

00:11:26.737 --> 00:11:27.717
s applicant, complete this step.

00:11:28.517 --> 00:11:33.547
Once you submit your response to the.

00:11:33.547 --> 00:11:36.637
To the exam analysts you

00:11:36.637 --> 00:11:40.117
u cannot make changes once it's been submitted, so

00:11:40.117 --> 00:11:43.237
please be sure that you have made all your

00:11:43.237 --> 00:11:46.437
double checks before submitting your

00:11:46.437 --> 00:11:46.747
response to the analyst.

00:11:48.107 --> 00:11:53.097
So for as a PCs permanent civil

00:11:53.097 --> 00:11:56.177
service process, all responses will

00:11:56.177 --> 00:11:58.007
be D identified and then.

00:11:59.007 --> 00:12:01.807
Evaluated by subject matter experts.

00:12:02.367 --> 00:12:05.717
Who will then review responses

00:12:05.717 --> 00:12:09.297
and provide a score accordingly?

00:12:09.297 --> 00:12:09.797
Please.

00:12:13.927 --> 00:12:17.407
Without I said I conclude my

00:12:17.407 --> 00:12:21.117
part. I will pass it on to Portia who will discuss the FAQ.

00:12:22.427 --> 00:12:22.987
Russia.

00:12:24.837 --> 00:12:27.127
Thank you so much Gary.

00:12:29.067 --> 00:12:32.307
Frequently asked questions that we usually get

00:12:32.307 --> 00:12:35.757
for the 12:50 recruiter

00:12:35.757 --> 00:12:39.047
position. The first position. The first question is where is

00:12:39.047 --> 00:12:42.257
s the work location of this

00:12:42.257 --> 00:12:45.457
position? The answer to that is the position will

00:12:45.457 --> 00:12:48.497
be located at 1 S finesse on the 4th

00:12:48.497 --> 00:12:49.657
floor in San Francisco.

00:12:50.617 --> 00:12:54.047
At this time we are currently

00:12:54.047 --> 00:12:56.497
working remotely due to the COVID-19 pandemic.

00:12:57.267 --> 00:13:00.567
We are very hopeful that will return back to work

00:13:00.567 --> 00:13:03.647
soon and when we do so, the recruiters will be located

00:13:03.647 --> 00:13:05.107
at the oneself finance ability.

00:13:06.197 --> 00:13:10.477
Will this position require week working weekends

00:13:10.477 --> 00:13:11.827
and or evenings?

00:13:12.327 --> 00:13:15.477
The answer to that is the nature of

00:13:15.477 --> 00:13:18.697
this position may require to work weekends and

00:13:18.697 --> 00:13:21.937
time flexibility throughout the work week in

00:13:21.937 --> 00:13:25.297
order to accommodate for outreach and events

00:13:25.297 --> 00:13:28.387
This recruiter will be doing active

00:13:28.387 --> 00:13:31.477
engagement in the community. These two recruitment

00:13:31.477 --> 00:13:34.587
positions were required to be out in the community engaging

00:13:34.587 --> 00:13:37.767
and really marketing in the city as

00:13:37.767 --> 00:13:40.907
we want to encourage job seekers to come to work

00:13:40.907 --> 00:13:43.097

for us. We will also be attending.

00:13:43.097 --> 00:13:46.357
Career events and it's very important

00:13:46.357 --> 00:13:49.487
that recruiters note that events may occur in the

00:13:49.487 --> 00:13:52.757
evenings and or weekends, so flexibility of being able to

00:13:52.757 --> 00:13:54.157
work those days is essential.

00:13:57.437 --> 00:14:00.787
What does permanent civil service status

00:14:00.787 --> 00:14:03.967
mean as it relates to the 12:50

00:14:03.967 --> 00:14:07.107
recruiter? The answer to that is permanent civil service

00:14:07.107 --> 00:14:10.467
e serves as a probationary

00:14:10.467 --> 00:14:13.917
period. What an at Recruiter completes their one

00:14:13.917 --> 00:14:17.327
year probationary period, they gain

00:14:17.327 --> 00:14:17.517
seniority rights.

00:14:18.327 --> 00:14:20.437
Which is rights to their position.

00:14:21.577 --> 00:14:24.777
That is only done after successful completion

00:14:24.777 --> 00:14:27.237
of their one year probationary period.

00:14:29.287 --> 00:14:32.557
What is the anticipated time frame to hear back

00:14:32.557 --> 00:14:36.107
regarding an application status once the

00:14:36.107 --> 00:14:36.247
recruitment closes?

00:14:37.027 --> 00:14:38.297
The response to that.

00:14:39.157 --> 00:14:42.187
You should receive a status update by email

00:14:42.187 --> 00:14:45.447
within the standard Business 4 to 6

00:14:45.447 --> 00:14:47.837
o six business days after the recruitment closes.

00:14:53.097 --> 00:14:56.307
Another question, we get it

00:14:56.307 --> 00:14:58.427
what will this position require traveling?

00:14:59.127 --> 00:15:02.257
The answer to that is traveling within

00:15:02.257 --> 00:15:05.567
the Bay Area will be required. Recruiters will

00:15:05.567 --> 00:15:08.897
be encouraged to go out into the community outside of

00:15:08.897 --> 00:15:12.137
San Francisco. At times. Events may happen in

00:15:12.137 --> 00:15:15.297
San Francisco and or trainings may happen

00:15:15.297 --> 00:15:18.637
with that we do provide

00:15:18.637 --> 00:15:18.897
e travel reimbursement.

00:15:19.527 --> 00:15:23.597
The vehicles an also we encourage transportation.

00:15:24.517 --> 00:15:27.647
On public transportation

00:15:27.647 --> 00:15:30.907
so again, it's very essential that recruiters understand that

00:15:30.907 --> 00:15:32.967
we will be traveling with in this position.

00:15:33.987 --> 00:15:37.187
Traveling outside debate the outside of

00:15:37.187 --> 00:15:40.287
the state is not required, however

00:15:40.287 --> 00:15:43.357
there may be times where you do find that

00:15:43.357 --> 00:15:44.787
trainings or events are happening out of state.

00:15:50.567 --> 00:15:54.117
We are very thankful that you've attended our

00:15:54.117 --> 00:15:57.417
first informational session for questions regarding the

00:15:57.417 --> 00:15:59.177
recruitment, please contact the recruitment analyst.

00:15:59.757 --> 00:16:03.207
Carey Chen, responsible for the 12

00:16:03.207 --> 00:16:04.017
50 recruiter position.

00:16:04.617 --> 00:16:08.527
Gary's email is below and we also have an

00:16:08.527 --> 00:16:11.607
another event coming up soon. We want you to stay

00:16:11.607 --> 00:16:15.317
tuned for that and then again we want to say thank you so much for

00:16:15.317 --> 00:16:18.807
coming before we close. It's a reminder that the last day to

00:16:18.807 --> 00:16:22.047
apply for this 1250 recruitment position

00:16:22.047 --> 00:16:25.117
is January 8th 2021

00:16:25.117 --> 00:16:27.057

1. We encourage you to apply before the deadline.

00:16:28.247 --> 00:16:31.427
On behalf of Department of Human Resources and my

00:16:31.427 --> 00:16:34.467
colleagues attending this call today, we want to say

00:16:34.467 --> 00:16:38.217
thank you for attending our first virtual information

00:16:38.217 --> 00:16:41.537
session, which we hope you apply for R1250

00:16:41.537 --> 00:16:45.057
recruiter. We also wanted to remind you that this recording an

00:16:45.057 --> 00:16:48.527
presentation will be available for your

00:16:48.527 --> 00:16:51.707
review on the 12:50 recruitment job announcement

00:16:51.707 --> 00:16:55.017
Again, any questions that you may have, please

00:16:55.017 --> 00:16:59.077
respond to Gary Chen with his email below. Thank you so

00:16:59.077 --> 00:16:59.117
much and have a wonderful evening.