

*Code: 1521*

*Title: HUMAN RESOURCES ANALYST – RECRUITING & SELECTION*

**SUMMARY:** Performs professional human resources work involving the recruitment and selection of employees for a public jurisdiction. This classification is unique to the centralized Human Resource Department.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Provides professional level human resources services involving the recruitment and selection of employees for client departments;

Participates with client departments in the development of recruiting strategies, advertising, announcements and testing/selection criteria, processes and analysis of results;

Analyzes, evaluates and applies applicant selection criteria and procedures to certify eligible applicants for referral to client departments;

Identifies applicants who do not qualify for selected recruitments and notifies/explains why applicants did not qualify;

Researches, analyzes and makes recommendations to supervisors, client departments and employees to identify and resolve recruitment-related issues through application of county rules, policies and procedures;

Reviews proposed minimum qualifications of new, revised and updated classifications and makes recommendations on clarity and ability to recruit.

Counsels employees and applicants in employment opportunities and career advancement available within Pima County government;

Provides input to supervisors and management in long- and short-term planning, goals and objectives related to recruitment and selection;

Prepares oral reports, written reports and correspondence as required;

Conducts individual and group training of professional, paraprofessional and supporting Human Resources staff and client department representatives, supervisors and managers in matters relating to recruitment and selection;

Maintains appropriate confidentiality of all materials and information encountered in performance of duties;

May represent Pima County, the Human Resources function or assigned division at meetings, seminars, job fairs, outreach recruitment, etc.

May act as lead Human Resources Analyst for other professional and paraprofessional staff in unique or complex projects or assignments.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles, practices and techniques of delivery of human resources services in a governmental setting;
- principles, practices and techniques of recruiting and selection;
- type and content of occupations normally found in public jurisdictions;
- techniques of information gathering, processing and presentation;
- federal, state and local legislation pertaining to recruiting and selection of employees.

Skill in:

- researching or investigating personnel issues;
- analyzing and evaluating compiled data and reports;
- communicating effectively;
- establishing and maintaining effective client working relationships;
- analyzing personnel situations, activities and problems through various research methodologies;
- analyzing and evaluating job content.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university in business, management, human resources or other closely related field as determined by the Appointing Authority.

OR:

(2) Four years of professional level experience performing tasks related to the recruitment and selection of employees.

(Additional relevant education from an accredited college or university may substitute for two years of the aforementioned experience.)

OR:

(3) Six years with Pima County as a Human Resources Support Specialist, Personnel Assistant (Sheriff's Department) or in an administrative support classification with duties involving the processing of personnel/human resources documentation.

Special Notice Items: Some positions within this classification may be assigned duties and responsibilities specific to the central Human Resources Department of Pima County including budget preparation, reports generation and compliance with Federal Immigration laws.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.