

# JOB ANNOUNCEMENT BULLETIN

## NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642



## HUMAN RESOURCES ANALYST - RECRUITER 1003-0414-OC

**SALARY:**                      **Range: 53.01            \$24.00 - \$26.49 per Hour**

**EMPLOYMENT OPPORTUNITY:**    There is one full-time position available with Neighborhood House, Human Resources Department.

### **APPLICATION SUBMITTAL INSTRUCTIONS:**

### **POSITION OPEN UNTIL FILLED**

Application must be fully completed (per instructions), signed, dated when submitted. Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

**IMPORTANT NOTE: TO BE CONSIDERED, YOU MUST FILL OUT THE NHA APPLICATION AND THE SUPPLEMENTAL APPLICATION ATTACHED TO THE JOB ANNOUNCEMENT.**

### **EXAMPLES OF ESSENTIAL DUTIES:**

Administers employee recruitment and selection activities agency-wide; Confers with hiring authorities on staffing needs and conducts job analyses; Manages and updates job descriptions; Monitors, reviews, and makes recommendations regarding exempt/non-exempt status of job classifications; Conducts analyses of compensation and consults with hiring authorities on appropriate salary ranges; Administers job-related exams; Develops and maintains contact with various sources to meet staffing objectives; Represents NHA at Job Fairs and community outreach events to attract top talent; Makes presentations at colleges and various other venues regarding NHA's current employment opportunities; Counsels employees and applicants regarding NHA's hiring processes, policies and procedures; Posts job announcement bulletins, and advertises through various venues; Monitors, reviews and screens application packets; Coordinates interviews, recruits panelists, and sits on panels; Sends correspondence to applicants; Develops interview questions in conjunction with hiring authorities; Prepares Personnel Committee monthly agenda and documents for Policy Council approval; Attends monthly Personnel Committee and Policy Council meetings; Prepares Eligibility Lists for Head Start candidates; Trains Head Start parents and staff on proper interviewing and program compliance related to recruitment and selection; Coordinates Substitute Round-Up sessions; Manages agency summer internship program; and Performs other related duties as assigned.

**OTHER DUTIES:**

Incumbent may attend community outreach or recruiting events on evenings or weekends.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience:** A typical way to obtain the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a Bachelor's Degree in human resources, public or business administration, or a closely related field; and two years of professional-level work experience performing similar duties; or an equivalent combination of training and experience.

**Knowledge of:** Principles, practices and techniques related to employment and staffing, testing, selection and training; federal, state and local laws and regulations governing administration of recruitment and selection processes; various types of interview formats and strategies; recruitment sources for Social Service programs and Head Start; research methods and analysis techniques; business communication principles and practices; NHA Human Resources policies and procedures; Head Start Performance Standards related to governance and human resources management.

**Ability to:** Understand, explain and apply NHA, local, state and federal regulations, policies and procedures pertinent to human resources management. Exercise confidentiality, tact, objectivity, sensitivity, and good judgment in dealing with complex issues. Analyze and evaluate data and make sound, appropriate recommendations to stakeholders. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials. Compose, proofread and edit documents, using proper English grammar. Conduct effective trainings, make presentations, and utilize public speaking skills. Work autonomously, but closely with an interdependent team of co-workers. Demonstrate excellent interpersonal skills interacting with people of various educational, socio-economic, and cultural backgrounds. Operate a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment. Effectively manage multiple priorities and timelines. Understand and follow oral and written instructions.

**Licenses and Certification:** Incumbent must have a valid California Driver's License. **Please attach official transcript to be considered.**

**PHYSICAL & MENTAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit, or periodically stand, for long periods; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk, and to move various recruitment materials, including signs, banners, boxes, etc. Incumbent must be able to lift at least 50 pounds, and be able to bend, stoop, and squat. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; and interact with management, staff, applicants, vendors and others encountered in the course of work. The employee may have occasional contact with abusive, dissatisfied and/or angry individuals.

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**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**

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**FILING APPLICATIONS:**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, or otherwise as stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL:**

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

**BENEFITS:**

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

**HOURS:**

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m. occasional weekend work may be required.

**INTRODUCTORY PERIOD:**

All regular appointees will serve a six (6) month introductory period.

**CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.



## NEIGHBORHOOD HOUSE ASSOCIATION

### SUPPLEMENTAL APPLICATION: HUMAN RESOURCES ANALYST - RECRUITER

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### IMPORTANT INFORMATION & INSTRUCTIONS

This supplemental application is designed to provide you with the opportunity explain your background and qualifications for the position of **Human Resources Analyst – Recruiter** in more detail. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. Please complete each section fully.

The most suitable candidates will be invited to participate in other examination segments of the selection process.

Your response to each of the questions must be **no longer than** one (8.5" x 11") type-written or legibly printed (12 pt standard type). **Additional pages will not be considered.**

RESUMES, OR REFERRAL TO A RESUME IN LIEU OF A RESPONSE ON AN APPLICATION, ARE NOT ACCEPTABLE. Illegible, incomplete, or vague responses may disqualify your application, or reduce the credit given for your qualifications.

All sample material submitted with the supplemental application for our review **will not be returned.**

### CERTIFICATION

I hereby certify that all statements made in this supplemental application are true and complete, and that any misstatements of material facts will subject me to disqualification and/or dismissal.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

1. Please list the various classifications you have experience recruiting for (provide the classification title and the agency/company where performed).

**EXAMPLE:**

<u>Classification</u>	<u>Agency/ Company</u>
Human Resources Analyst	Neighborhood House Association

<u>Classification</u>	<u>Agency/ Company</u>

2. Describe your experience developing advertisements and working directly with advertising/public relations agencies and professional organizations.
3. Describe your experience working with hiring managers in the development of targeted recruitment campaigns.
4. Describe your established recruitment sources that would contribute to your success if you were selected for the Recruiter position.

**5. Please describe your experience related to the following functional areas of human resources management responsibility. Indicate “N/A” in the far right column if you do not have experience:**

Devising interview questions that utilize various interviewing strategies.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	
Creating instruments and methods to screen applications.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	
Designing and administering job-related selection procedures. Note: list the various types you have experience with.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	
Conducting compensation studies.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	
Preparing new or modified job analysis documents.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	