

DIRECTOR OF RECRUITMENT AND SELECTION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for planning, coordinating and managing recruitment and selection functions for agencies served by the Westchester County Commissioner of Human Resources. Work involves the formulation of programs, policies and procedures for employee recruitment and selection that are in compliance with the New York State Civil Service Law, Equal Employment Opportunity and Affirmative Action laws and related laws, regulations, rules and contractual agreements. Extensive contacts are maintained with managerial personnel in the County government and with civil service examination personnel in the New York State Department of Civil Service. Supervision is exercised over a number of professional and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the recruitment of personnel, following the principles of merit and fitness, for appointment in the departments, agencies, and municipalities served by the Department of Human Resources;

Directs the civil service examination program and all components of the examination process from the development of appropriate selection devices through the administration of examinations and the establishment, maintenance and certification of all eligible lists;

Oversees the provision of staff consultation with departments and other agencies as well as staff within the County Human Resource Department regarding alternative approaches to support public employment recruitment and selection objectives;

Directs the review of candidate qualifications and credentials;

Oversees and coordinates both routine ongoing recruitment efforts and special recruitments for personnel in difficult-to-fill areas of public service such as Information Technology, Law Enforcement and Corrections;

Insures that program responsibility is discharged efficiently and effectively, consistent with Civil Service Law and Rules, negotiated agreements, Affirmative Action and Equal Employment Opportunity Laws and related laws, regulations and policies through monitoring and assessing program performance and the modification of operating policies and procedures;

Works with appropriate State and local managerial, professional, and support staff to insure that efforts to attract competent and qualified personnel proceed in a timely and professional manner;

Prepares the employee recruitment and selection budget;

Ensures ongoing technical and support staff training regarding recruitment and selection related issues and processes and directs the ongoing professional development of unit staff;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Makes presentations regarding employee recruitment and selection to employees, candidates, community groups and others;

Keeps current in the field of public sector employee selection;

Attends conferences, training seminars and workshops related to employee recruitment and selection and other areas of human resource administration;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of public sector employee recruitment and selection; thorough knowledge of the legal requirements of merit system selection in New York State; thorough knowledge of the principles, practices and techniques and legal requirements of developing, administering and evaluating employment candidate qualifications; good knowledge of the principles and practices of job analysis as they relate to the development of appropriate examination rubrics and minimum qualifications; good knowledge of the principles and practices of public administration as they apply to the direction of a public employee recruitment and selection program; good knowledge of the principles and practices of supervision; ability to analyze problems, identify critical factors and to formulate realistic solutions; ability to develop necessary guidelines, processes and procedures and to effectively integrate program changes with ongoing operations; ability to develop and support recommendations both orally and in writing; ability to establish and maintain effective working relations with professional personnel, elected officials, supporting staff and the general public; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; resourcefulness; integrity; initiative; tact; imagination; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and six years of professional public human resources experience, two of which must have been experience in which the primary function of the position was the recruitment and selection of employees, including examination administration.

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a Master's Degree* in public, business, health, or human resource administration, or closely related field, may be substituted on a year for year basis for up to two years of the above stated general experience. Satisfactory completion of an internship in Public Administration may be substituted for an equivalent amount of the above stated general experience. There is no substitution for the two years of specialized experience.

MINIMUM QUALIFICATIONS: (Cont'd.)

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: E0349
Job Group: XIV