

Class Codes

SELECTION TECHNICIAN	2963
SENIOR SELECTION TECHNICIAN	2960

DEFINITION

Performs specialized support duties related to recruitment, employment selection, and/or new employee processing as part of a talent acquisition and employment selection team working centrally or at a satellite employment office. A Senior Selection Technician provides work direction and reviews the work performed by support staff as part of a talent acquisition and employment selection team and serves as the primary technical resource on procedures for team members.

TYPICAL DUTIES

Applies knowledge of laws, rules, policies and procedures in performing specialized personnel-clerical recruitment, employment selection, and/or new employee processing duties including the following:

Obtaining or imparting and/or providing information about salaries, class requirements, employee benefits, position vacancies, employment test administration, employer references, new hire processing, and other related matters.

Checking a variety of forms related to employment, and other personnel matters for completeness, consistency, accuracy, and following up to resolve discrepancies or concerns.

Screening applications to determine whether entrance requirements for job opportunities are met.

Addressing customer complaints and providing resolution in person, over the telephone, and via email.

Administering written and performance tests and assisting in proctoring interviews and other employment test parts.

Operating the computerized item analysis program and uploading the data into the applicant tracking system.

Processing applicant statistical data to generate a variety of reports including lists of candidate scores, distributions, histograms, scatter grams, item analysis, and computing and checking computations of employment test scores and compiling employment eligibility lists and reviewing the accuracy of products produced.

Interpreting codes and other information on rosters and related records in order to obtain and verify employee information, including seniority credit for promotional employment tests.

Scheduling appointments for and assisting with new hire processing appointments.

Fingerprinting prospective employees and providing and explaining the purpose of various employment forms, such as tuberculosis testing, conviction records, and other clearances requirements.

Compiling, capturing, and providing daily new hire data for other departments.

Scheduling appointments for and assisting with the employment test review process for candidates.

Assembling and editing computerized employment tests according to Analyst's instructions.

Recruiting individuals to assist as raters for employment tests.

Maintaining employment lists and employment test records in the applicant management system.

Completing and filing personnel forms, correspondence, reports, and other material.

Operating computer systems to query, input and obtain data, and produce reports such as item analysis and written tests.

Composing and preparing drafts of recruitment literature and advertisements and posting recruitment ads on the internet.

May compile reports and compose routine correspondence related to personnel matters.  
May participate in gathering job analysis information.  
Performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Selection Technician provides work direction and reviews the work of several support staff as part of a talent acquisition and employment selection team working centrally or at a satellite employment office.

A Selection Technician performs complex personnel clerical duties related to recruitment, employment test preparation and administration, and new employee processing.

An Employment Services Manager manages one or more classified employment field office(s) that is responsible for recruitment, testing, and employee processing.

#### SUPERVISION

A Senior Selection Technician provides work direction to Selection Technicians. Both classes may provide work direction to lower-level clerical classes and receive general supervision from higher-level supervisory personnel in clerical, technical or administrative positions.

#### CLASS QUALIFICATIONS

##### Knowledge of:

Personnel Commission, Human Resources Division, and Board of Education rules and guides concerned with policies and procedures applicable to personnel  
Various classes and categories of employment found in the District  
Principles and practices of human resources  
Computerized human resources systems and related concepts as applied to recruitment, employment selection, and new employee processing  
Office practices and procedures  
Time reporting and payroll procedures  
Organization and key personnel of the District  
Computer operations  
Basic statistical concepts

##### Ability to:

Deal tactfully and effectively in contact with applicants, eligibles, employees, school administrators, and the public  
Work effectively under pressure of a heavy workload and conflicting priorities  
Work on multiple assignments and shift priorities  
Work effectively within a team environment  
Learn, apply, and explain personnel laws, rules, procedures, and related concepts of human resources  
Make arithmetic computations and present data in graphic and tabular format  
Establish and keep manual and automated records and maintain files  
Type accurately and format, edit and revise data utilizing computer programs  
Operate various office machines, including 10-key calculator and scanner  
Accept responsibility and exercise sound judgment  
Compile reports

Compose routine correspondence  
Keep information confidential  
Learn a variety of computer programs  
Train and provide coordination to a small group of clerical personnel within various teams (only for Senior Selection Technician)

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in business, English, and computer usage.

### Experience:

#### Selection Technician:

One year of technical-clerical experience in an office where the primary responsibilities include human resources or related functions. This year of experience must include the use of a computerized human resources system. Experience with a computerized applicant tracking system is preferable

#### Senior Selection Technician:

Two years of personnel clerical experience in an office where the primary responsibilities include recruitment, employment selection, or assignment functions. One year of the aforementioned experience must include the use of a computerized human resources system. Experience with a computerized applicant tracking system is preferable. Six months of lead person experience is preferable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

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