

**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**



## Human Resources Recruitment Coordinator

*An Equal Opportunity Employer*

### SALARY

\$24.52 - \$29.81 Hourly    \$1,968.31 - \$2,392.96 Biweekly    \$4,264.68 - \$5,184.75 Monthly  
\$51,176.18 - \$62,217.05 Annually

**OPENING DATE:** 05/02/18

**CLOSING DATE:** 05/16/18

### **THE POSITION**

**The Human Resources Department seeks an energetic and customer-focused Recruitment Coordinator to join our team!**

**Starting salary up to \$29.81/HR (\$62,217/YR) + \$600/Month Cash Allowance**



### **What Makes Sonoma County a Great Choice?**

In addition to a generous starting salary and a great team of colleagues, you can look forward to some excellent benefits\*, including:

- An annual Staff Development/Wellness Benefit allowance of \$1,000
- Eligibility for a 5% salary increase after 1040 hours (approximately 6 months when working full-time) for good work performance; eligibility for a 5% salary increase every year thereafter for good work performance, until reaching the top of the salary range
- Approximately five weeks of annual vacation & administrative leave accrual, and increased accrual rates with longevity; 11 holidays per year; and generous sick leave accruals
- Choice of five health plans with a County contribution
- Defined retirement benefit plan fully integrated with Social Security
- County contribution to a Retiree Health Reimbursement Arrangement
- \*Benefits described herein do not represent a contract and may be changed without notice.
- If you are fluent Spanish/English bilingual, an additional \$1.15/hour for Bilingual Premium Pay

\*Benefits described herein do not represent a contract and may be changed without notice.

### **About the Position**

Human Resources Recruitment Coordinators perform a variety of duties in the human resources arena, and provide support and assistance to the unit's analysts and manager. Typical duties for this position may include the following:

- Drafting job announcements, brochures, and advertisements, and conducting entry level recruitments
- Preparing materials for recruitment processes

- Administering and proctoring examinations
- Communicating information and providing guidance to employees, departments, and the public regarding recruitment rules and processes
- Gathering information, conducting research, and presenting information in an understandable format

### **What you Bring to the Team**

The ideal candidate for this position will possess the following:

- A gregarious and tenacious attitude, with a customer-focused mindset
- Experience with recruitment and support activities
- The ability to communicate technical information effectively
- A keen attention to detail
- The ability to handle frequent interruptions and thrive in a fast paced environment
- Strong computer skills, including experience working with Excel, Word, and Outlook, and social media platforms in professional settings
- Experience working with Human Resources software and online systems
- A sense of humor

The Civil Service title for this position is Human Resources Technician.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of education, training, and experience which would likely provide the required knowledge and abilities listed. Normally, academic course work in human resources administration, public administration, business administration, management, accounting, political science, economics, statistics, English composition, psychology, or closely related courses and one year of full-time experience performing varied and complex clerical work, related to human resources, including explaining policies to the general public and/or internal customers.

**License:** Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** basic human resources principles and procedures; personnel, and payroll records and documentation; arithmetic (addition, subtraction, multiplication, division, decimals, percentages, fractions), administrative techniques and principles of organization; techniques and practices of research methodology, data collection, and preliminary analysis; report writing; application, and use of basic statistics; interview techniques sufficient to obtain information related to employment; written and oral communications, including language mechanics, syntax, and English composition; modern office methods and procedures; database, spreadsheet, word processing applications, and presentation software, including basic methods of graphic presentations.

**Ability to:** read, understand, and explain human resources policies, procedures, and rules; communicate clearly and effectively in front of groups and on a one-on-one basis; learn effective interviewing techniques; exercise good judgment; collect, compile, and analyze qualitative and quantitative data; understand and explain laws, regulations, and policies governing program operations; communicate effectively orally and in writing; establish and maintain effective working relationships with management, employees, clients, and the public; organize and prioritize work assignments; use and understand common database, spreadsheet and word processing applications; learn specialized computer applications.

### **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.
- Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.
- 

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

**ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

**HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: AK  
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/05-7803-O

HUMAN RESOURCES RECRUITMENT COORDINATOR

AK

## Human Resources Recruitment Coordinator Supplemental Questionnaire

\* 1. How did you first learn about this opportunity?

- CalJobs
- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Idealist.org
- Indeed
- La Voz
- Latino Service Providers
- Los Cien!
- Minority Organization or Group
- Monster
- Personnel Testing Council of Northern California (PTC-NC)
- Press Democrat
- Professional Association of Sonoma County for HR (PASCO)
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Western Region Intergovernmental Personnel Assessment Council (WRIPAC)
- Women's Organization or Group
- Other Internet Site
- Other Publication

\* 2. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.

- I would also like to be considered for future part-time positions.
- I would also like to be considered for future extra-help positions.
- I am only interested in full-time positions.

\* 3. Please indicate if you are interested in bilingual positions, and your level of proficiency.

- Yes, I have basic (conversational) English/Spanish bilingual skills
- Yes, I have fluent (reading, writing, and conversational) English/Spanish bilingual skills
- No, I do not have English/Spanish bilingual skills, and/or I do not wish to be considered for a bilingual position

\* 4. Please summarize your Human Resources-related work experience. Highlight your professional recruitment experience including the areas of advertising, marketing, and outreach.

- \* 5. Please describe your experience drafting and posting recruitment advertisements. Include the types of sources you utilized for outreach and marketing, and highlight your experience using social media for this purpose.
  
- \* 6. This position will interact with applicants and answer public inquiries on a daily basis. Please describe your experience providing customer service, including how you interacted with customers, and the methods you used to address challenging or complicated inquiries.
  
- \* 7. Please list any Human Resources software and online systems you have utilized. Specify the system and how you have used these systems in performing your job duties.
  
- \* Required Question