

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION
5660 Copley Drive • San Diego, CA 92111 • (619) 715-2642

HUMAN RESOURCES ANALYST - RECRUITER **1003-0108-OC**

SALARY: Range: 53 \$47,227.00 - \$52,130.00 Annually

EMPLOYMENT OPPORTUNITY:

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

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

FILING DEADLINE:

Applications are being accepted until filled. Applications and job announcements may be obtained at the above address or 841 South 41st Street, San Diego, CA 92113. You may also refer to the website at www.neighborhoodhouse.org.

DUTIES:

Administers employee recruitment and selection activities for assigned job classes; confers with hiring authority on job requirements; prepares and administers job-related selection procedures; develops and maintains contact with various sources to meet manpower and diversity objectives; counsels employees and applicants regarding employment opportunities and selection process; ensures that all phases of recruitment and selection comply with federal, state and local laws, regulations and guidelines; responds to applicant and candidate questions and concerns. Monitors applications screening and interviews; verifies candidates' references; explains NHA rules, policies and procedures to staff and public; prepares job announcement bulletins, media and job board postings; instructs Head Start parents and staff on proper interviewing and application screening techniques; coordinates training activities as it pertains to NHA recruitment and selection policies and procedures and program compliance; develops and revises testing materials; performs job analyses to identify essential job functions and associated knowledge, skills and abilities; writes job descriptions. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience: 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 a minimum of two years of professional-level human resources experience performing a full range of 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.

Ability to: exercise tact, strategy and good judgment in dealing with sensitive, complex and confidential issues; accept responsibility and follow through and complete tasks and directions in a timely manner; communicate effectively 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; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with all levels of management, employees, applicants, vendors and the public; effectively manage multiple priorities and assignments; understand and follow oral and written instructions.

LICENSES AND CERTIFICATION:

A valid California Driver's License.

Must attach official transcript to be considered.

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.

SUBMISSION OF 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 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the 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

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

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.