



## PRINCIPAL RECRUITER

JC: 000374

PG: N07

BU: 91 (NR)

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, performs the most difficult and complex analytical tasks related to the areas of recruitment, candidate sourcing, and testing and selection; leads special projects that have a major impact on departmental efficiency, strategy, and operations; assists management team with strategic planning; conducts training sessions for other recruitment staff, customers, and stakeholders; and performs other duties as assigned.

### **CLASS CHARACTERISTICS**

This is the expert level class in the Recruiter series. Incumbents are typically assigned significant responsibilities above the advanced journey level, performing the most complex work assigned to the series. Additionally, employees at this level may be responsible for assisting managers and full supervisors in performing some supervisory tasks. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, by appointment of incumbents with prior experience. This classification is distinguished from the Senior Recruiter classification in that it is responsible for performing the most complex recruiting tasks and leading special projects focused on improving processes at a division-wide level, whereas the latter is responsible for carrying out complex recruitments for assigned departments.

### **REPORTS TO**

Supervisor of Recruiting

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Serves as a subject matter expert and resource for human resources staff regarding complex recruitment matters and the recruitment process at the District; develops new and/or enhanced recruitment procedures and processes as directed by recruitment management staff; and develops and delivers presentations and training sessions to Human Resources staff, District managers, current and prospective employees, and external stakeholders.
2. Leads special projects for the Talent Acquisition Division, including the planning, research, development and/or implementation of the projects and/or specified technical components of the projects.
3. Works with other departments and divisions – including Classification & Compensation, Human Resources Information Systems, Office of Civil Rights, and Workforce Development – to review and propose enhancements to cross-functional processes.

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4. Carries out recruitments as assigned, particularly those that are complex, highly scrutinized and/or politically sensitive.
5. Proposes and helps implement various controls to ensure compliance with relevant federal and state laws, labor contracts, District policies, and internal standards.
6. Develops and deploys long-term sustainable recruiting strategies, helping to establish best-in-class recruiting processes, pipeline maintenance, brand management, social recruiting strategies, and strategic partnerships.
7. Assists recruitment management staff in the review and approval of recruitment plans, including but not limited to the development of advertising strategies, interview questions, testing components, and rating/ scoring methodologies.
8. Analyzes recruitment data, metrics, survey responses, and similar sources of information to identify insights that can be used to enhance the recruitment process and uses such insights in policy and procedure recommendations.
9. Provides backup coverage for the Supervisor of Recruiting as needed.
10. Keeps current on industry trends and best practices related to recruitment and talent acquisition.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services, and activities of the District's recruitment, testing, and selection processes
- Methods and techniques of designing and conducting applicant testing and assessment programs
- Best practices and current trends related to sourcing, screening, and assessing candidates
- Recruitment technology and tools, including applicant tracking systems and sourcing websites and tools
- Methods and techniques of research and data collection and analysis
- Methods, techniques, laws, and professional standards for the development, administration, and validation of candidate assessment instruments
- Operations, services, and activities of the District's departments
- Related Federal, State, and local codes, laws, and regulations
- Principles of supervision, training, and performance evaluation

### **Skill in:**

- Performing advanced level recruitment and talent acquisition duties, including the development and implementation of innovative recruitment strategies
- Managing multiple priorities and meeting deadlines in a fast-paced environment
- Utilizing formal and informal networks within an organization to achieve positive business outcomes
- Identifying and diagnosing client needs and proactively working to address them
- Collaborating across functions

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- Working independently to propose ideas and meet deadlines
- Interpreting and explaining District policies and procedures
- Providing lead direction to lower-level staff
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Operating office equipment, including computers and supporting word processing and spreadsheet applications, applicant tracking systems, and other related systems

### **MINIMUM QUALIFICATIONS:**

#### **EITHER**

##### Experience

Current employment and at least one (1) year of experience as a Senior Recruiter with the Bay Area Rapid Transit District.

#### **OR**

##### Education

Possession of a bachelor's degree from an accredited college or university in business administration, human resources, or a closely related field from an accredited college or university.

##### Experience

The equivalent of four (4) years of full-time verifiable professional experience in talent acquisition or recruiting, or related experience which must have included at least one (1) of advanced journey level experience in a role comparable to the Senior Recruiter classification at BART.

### **WORKING CONDITIONS**

#### Environmental Conditions

Office environment; exposure to computer screens.

#### Physical Conditions

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 3500 – Professionals  
**Census Code:** 0630 – Human Resources Workers  
**Safety Sensitive:** No

### **CLASSIFICATION HISTORY**

**Created :** May 2023