



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### EMPLOYMENT, RECRUITMENT AND PLACEMENT SPECIALISTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Employment, Recruitment, & Placement-B	C1071B	50	
Employment, Recruitment, & Placement-O	C1071O	55	
Employment, Recruitment, & Placement-A	C1071A	60	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Recruit and place workers.

#### Nature of Work

Every organization wants to attract the most qualified employees and match them to jobs for which they are best suited. However, many enterprises are too large to permit close contact between top management and employees. Human resources, training, and labor relations managers and specialists provide this connection. In the past, these workers performed the administrative function of an organization, such as handling employee benefits questions or recruiting, interviewing, and hiring new staff in accordance with policies established by top management. Today's human resources workers manage these tasks, but, increasingly, they also consult with top executives regarding strategic planning.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Prepares, reviews, and processes personnel documents.
- Reviews and evaluates applications; advises and assists the public and employees regarding job vacancies, testing, career ladders, and promotional opportunities; provide routine job services, unemployment insurance assistance, and outreach and training services to clients.
- Assists in providing comprehensive employment services to eligible veterans and perform related duties as prescribed by federal and state statutes.
- Provides occupational counseling and referral services to clients seeking employment.

#### Recommended Education and Experience for Full Performance\*

Associates degree in Human Resources or Business Administration and two (2) years of experience in human resources, recruitment, placement, processing personnel transactions and/or eligibility determination in a public or social welfare program.

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### Minimum Qualifications

High School diploma or Equivalency and one (1) year experience in human resources, recruitment, placement, and/or processing personnel transactions.

### Operational

- Maintains contact within the community to search for promising job applicants.
- Screens and interviews applicants.
- Discusses wages, working conditions, and promotional opportunities with prospective employees.
- Consults in the areas of job analysis, recruitment, and related human resources; provide comprehensive employment services to eligible veterans.
- Provides occupational counseling, training, assessment, and referral services to clients.
- Exercises independent judgment in analyzing and evaluating complex counseling cases and in making decisions in vocational choice, change, or adjustment.

### Recommended Education and Experience for Full Performance\*

Associate's degree in Human Resources or Business Administration and four (4) years of experience in human resources, recruitment, processing personnel transactions and/or eligibility determination in a public or social welfare program.

### Minimum Qualifications

High School diploma or Equivalency and (2) years of experience in human resources, recruitment and placement, processing personnel transactions or eligibility determination in a public and/or social welfare program.

### Advanced

- Plans, controls, and/or evaluates one or more of the following statewide programs: Employment Security, Rural Manpower, Unemployment Insurance Claims and Tax programs, Veterans' Service Programs, or Placement Programs.
- Provides expertise in all levels of vocational counseling.
- Functions as a technical expert in the areas of recruitment, job analysis, and related human resource functions.
- Conduct training for state agencies and the public in these areas.
- Responsible for specialized programs within the area of recruitment and placement, such as applicant liaison, application review, and selection processes, and customer services initiatives.

### Recommended Education and Experience for Full Performance

Bachelor's degree in Human Resources or Business Administration and two (2) years of experience in human resources, recruitment, placement, processing personnel transactions or eligibility determination in a public and/or social welfare program.

### Minimum Qualifications

Associates degree in Human Resources or Business Administration and two (2) years of experience in business administration, human resources, recruitment, placement, processing personnel transactions and/or eligibility determination in a public or social welfare program. Any combination of education from an accredited college or university in a related field and/or direct

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experience in this occupation totaling four (4) years may substitute for the required education and experience.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Service Orientation** — Actively looking for ways to help people.

**Time Management** — Managing one's own time and the time of others.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

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**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001                      **Revised:** 9/20/201, 10/15/2015 (Min Qual)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*