NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Recruitment Manager	CODE: 64695C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from deputy director, supervises recruitment services for agency, develops & directs recruitment programs & activities & maintains contact with other personnel services & community organizations;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	65-75	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., recruitment specialists); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, oversees recruitment staff activities, or implements field &/or other recruitment programs, reviews projects to ensure compliance with E.E.O. guidelines, civil service law & departmental procedures & provides on going staff training.	Knowledge of (1) civil service recruitment & examination procedures, (2) E.E.O. guidelines, civil service law & developmental procedures, (3) supervision*, (4) human resources training & development*; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) establish friendly atmosphere as supervisor of work unit.
2	14-24	Maintains valid job bank & coordinates program with other personnel units, community & professional organizations to expand services & cooperation.	Knowledge of (7) public relations; ability to (8) maintain accurate records.
3	0-7	Develop active public information programs; maintains open communication system concerning employment opportunities, test announcements, job vacancies & other related information.	Knowledge of 7; ability to (9) respond to routine inquiries from general public.
4	2-8	Provides periodic reports on recruitment progress & activities; develops recruitment unit budget.	Knowledge of (10) budgeting*; ability to (11) prepare meaningful, concise & accurate reports.
5	0-9	Develops & implements training programs & seminars; performs research related to recruitment programs.	Knowledge of 1, 2, 4*; ability to 5.

(84) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 600 hrs. training in E.E.O. guidelines, civil service law & departmental recruitment procedures (or 6 mos. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.	TRAINING & DEVELOPMENT:

FORM ADM-4134

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