



Position Available: Recruitment Specialist
Location: Baton Rouge, LA – Department of Transportation & Development

This position is located in the Department of Transportation and Development's (DOTD) Headquarters Human Resources Office and serves as DOTD's Recruitment Specialist. The incumbent focuses on recruiting, career counseling, student employment, immigration compliance, increasing the effectiveness of assigned programs, making recommendations for improvements and ensuring implementation. Highly developed customer service, analytical, and written and oral communication skills are necessary.

Duties include, but are not limited to:

- Develops and administers the department-wide recruitment program based on immediate and long-range staffing needs. Provides recruiting data to determine compensation and employment relation strategies to adequately recruit and retain employees.
- Coordinates targeted recruiting strategies to assist appointing authorities in attracting candidates for hard-to-fill and executive level positions.
- Reviews and evaluates the effectiveness of recruiting activities and recommends and directs any necessary changes.
- Analyzes and provides statistical reports regarding the recruiting efforts. Creates, recommends, coordinates, and updates recruiting materials used in recruiting and career counseling.
- Coordinates the Department's participation in spring and fall college/university career fairs by analyzing the Department's needs and prospective graduates of colleges/universities in specific areas of study. Creates and coordinates internal college/university recruiting teams within the Department to recruit for specific positions and geographic locations.
- Implements the staffing functions required to process personnel related actions including appointments, promotions, reallocations, separations, transfers, etc.
- Serves as DOTD expert on employment of immigrants. Interprets Department policy and federal rules and regulations in accordance with Immigration Act of 1990, guidelines of the Department of Labor, and the Immigration and Naturalization Service pertaining to employment of non-resident employees.
- Manages and coordinates the Department's Summer Student Engineering Program as well as other student employment programs in which the Department participates.

This position is in a Career Progression Group (CPG) and will be filled as a Human Resources Analyst B, C, or Specialist, depending on the candidate's qualifications. There is only one position to be filled.

Minimum Qualifications:

- Human Resources Analyst B: A baccalaureate degree plus one year of professional-level human resources experience
- Human Resources Analyst C: A baccalaureate degree plus two years of professional-level human resources experience
- Human Resources Specialist: A baccalaureate degree plus three years of professional-level human resources experience

Substitutions to the Minimum Qualifications:

- Six years of full-time work experience in any field may be substituted for the required baccalaureate degree. Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

- A Master's in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or Organizational Behavior will substitute for the one year of required experience. (The college transcript must indicate the major as business administration, public administration, human resources/personnel, etc. Master's degrees in fields such as marketing, economics, etc. are not acceptable.)
- Possession of a Juris Doctorate will substitute for the one year of required experience.
- A Ph.D. in Business Administration, Public Administration, Human Resources/Personnel, Industrial/Organizational Psychology, or Organizational Behavior will substitute for the one year of required experience.
- Certification by the Society for Human Resource Management (SHRM) as a Professional in Human Resources (PHR), a Senior Professional in Human Resources (SPHR), a Certified Professional (CP) or a Senior Certified Professional (SCP) will substitute for the one year of required experience.

Starting Bi-Weekly Salary:

- The Human Resources Analyst B has a Special Entrance Rate of \$1,170.40 bi-weekly
- The Human Resources Analyst C has a Special Entrance Rate of \$1,340.00 bi-weekly
- The Human Resources Specialist has a Special Entrance Rate of \$1,534.40 bi-weekly

- Please note, the salary offered will be commensurate with the selected applicant's experience and credentials, up to the 3rd Quartile of the pay range for the level the position will be filled. 3rd Quartile salary amounts are as follows:

Human Resources Analyst B: \$1,946.00 bi-weekly

Human Resources Analyst C: \$2,228.20 bi-weekly

Human Resources Specialist: \$2,550.80 bi-weekly

- An additional \$2.00/hour premium pay will be paid for each hour actually worked

Applications must be submitted through the Civil Service website (www.civilservice.la.gov). Resumes will not be accepted in lieu of a completed application. For more information, please contact Keri Runnels, Human Resources Manager, at (225) 379-1289 or Keri.Runnels@la.gov.

Deadline to apply is Sunday, April 23, 2017 at 11:59 pm.