

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Administrative Services	UNIT Talent Acquisition & Recruitment Unit	POSITION # 880-600-5393-816	DATE December 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Associate Governmental Program Analyst		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Vacant			
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager I (Supervisory)		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
35%	<p>Under the direction of the Staff Services Manager I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p> <p>Serve on the State Water Resources Control Boards' statewide recruitment team. Plan, develop and implement targeted and innovative departmentwide and regional recruitment and talent acquisition strategies for the Water Boards. Develop targeted advertising and marketing strategies to enhance the Water Boards' brand. Create and maintain process manuals and tracking systems to document detailed outreach success. Coordinate and participate in the Water Boards' outreach efforts via career fairs, job shadow programs, conferences, learning institutions or other recruitment related events. Develop standard branding language to create recruitment and outreach materials and collaborate with the Water Boards' media office. Utilize and monitor social media accounts and professional networking sites to identify and source candidates. Consult with subject matter experts in specific positions to determine required skills and gaps that need to be filled in the current workforce. Research, monitor, and evaluate recruitment tools and sites to provide feedback to management. Attend statewide recruitment meetings. Contact recruiters, colleges, and professional organizations to identify ways to increase recruitment activities. Track ongoing progress/status of The Water Boards' recruitment program. Review organizational charts, classification specifications, and minimum qualifications. Analyze data and trends strategically to report to management in forecasting workforce needs, identifying gaps and gathering statistics for targeted recruiting</p>		
30%	<p>Prepare reports and data for use by management in developing long term workforce/recruitment and succession planning programs for the Water Boards. Participate in recruitment and succession planning workgroups. Collect and analyze</p>		

	<p>data to identify trends including recruitment and retention data to determine voids/risks at the Water Boards. Create surveys used by management to evaluate the effectiveness of advertising and identify areas of improvement. Coordinate with departmental representatives in developing plans for their programs. Collaborate with departmental representatives to review existing job recruitment data and develop a formal plan with goals and strategies to increase recruitment efforts and to identify hiring needs. Provide plans and background information to the HRB management for review. Monitor and maintain the Water Boards' HRB recruitment webpage as well as the HRB Recruitment and Internship email inboxes. Clarify simple rules or procedures and answer rudimentary questions regarding the personnel process. Participate in follow up meetings with departmental representatives to track progress and make necessary changes.</p>
20%	<p>Assist in maintaining the internship program. Establish and build professional relationships with universities with an emphasis on water programs. Meet and consult with divisions and regional boards to identify internships, fellowships, or other related opportunities. Develop recruiting materials (i.e., brochures, flyers, web content), with an emphasis on providing accurate and pertinent information about the Water Boards. Communicate information related to recruitment events to departmental representatives, external parties (i.e., college career counselors), and prospective job applicants. Network through industry contacts, professional associations, educational groups, etc. Coordinate to build the volunteer and internship programs to enable incumbents to be able to meet entrance requirements for open, civil service examinations.</p>
10%	<p>Assist in maintaining the internship program. Establish and build professional relationships with universities with an emphasis on water programs. Meet and consult with divisions and regional boards to identify internships, fellowships, or other related opportunities. Develop recruiting materials (i.e., brochures, flyers, web content), with an emphasis on providing accurate and pertinent information about the Water Boards. Communicate information related to recruitment events to departmental representatives, external parties (i.e., college career counselors), and prospective job applicants. Network through industry contacts, professional associations, educational groups, etc. Coordinate to build the volunteer and internship programs to enable incumbents to be able to meet entrance requirements for open, civil service examinations.</p>
5%	<p>Perform other assigned duties, as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>