**Industrial/Organizational Psychologist – Recruitment & Selection**

**Jefferson County Recruitment & Selection Division**

The Recruitment & Selection Division of Jefferson County Human Resources exists to develop, implement, and institutionalize processes designed for the recruitment, selection, and promotion of diverse, qualified, and competent employees. The unit is responsible for ensuring compliance with the consent decree, state and federal laws and guidelines, and professional standards and principles as they relate to recruitment and selection. Primary responsibilities of this division include:

* Gathering and evaluating data on relevant labor market demographics for all County job classes, historical hiring patterns, retirement eligibility dates, and historical certification lists for all jobs to develop targeting recruiting practices and plans.
* Coordinating with Affirmative Action Officer to develop, implement, and document affirmative action recruiting plans in order to meet the requirements of the consent decree and effectively generate a diverse, qualified, and competent applicant pool.
* Coordinating with the Employee Development Division to help facilitate appropriate succession planning (e.g., ensuring employees from targeted feeder groups are aware of job postings).
* Serving as a liaison and collaborating with the PBJC to inform them of anticipated vacancies, gather information on minimum qualifications, coordinate recruiting efforts, and appropriately plan for job postings.
* Utilizing recruitment techniques, including career fairs, and using tools such as LinkedIn Recruiter, Boolean Searches and social media to effectively source potential applicants.
* Conducting job analyses, often building on the job analyses conducted by the Personnel Board, to ensure selection procedures are targeted to Jefferson County Commission jobs.
* Working in close collaboration with Jefferson County Commission departments to ensure selection procedures capture the knowledge, skills, and abilities needed for success in Jefferson County.
* Conceptualizing, developing, and administering rigorous and fair secondary selection and self-selection procedures, including realistic job previews, structured interviews, work samples, and assessment centers.
* Conducting analyses of item scores, overall scores, to provide hiring recommendations.
* Evaluating efforts and outcomes in recruiting, job analysis, test development, and test administration and assessment to ensure secondary selection procedures are fair and provide equal opportunity to all groups of applicants.
* Producing and reviewing reports documenting efforts and outcomes related to recruiting, job analysis, test development, and test administration and assessment for submission to the Federal Court and parties to the consent decree.

**The Industrial/Organizational Psychologist** provides leadership for the operations of the Recruitment & Selection Division. This individual is responsible for oversight of the recruitment, job analysis, and testing functions, including directing the strategic planning of the division; managing the recruitment, job analysis, and test development and administration processes; setting measurable project objectives and creating plans to achieve them; identifying and making process improvements; establishing procedures and guidelines; monitoring incoming vacancy requests; coordinating activities with other functional areas and divisions; preparing and reviewing reports for submission to parties in matters relating the consent decree; planning projects; identifying and communicating priorities; staffing; identifying employee development and training needs; conducting performance appraisals; reviewing targeted work for quality control; ensuring orientation and training of new employees; identifying and acquiring needed supplies, resources, and equipment; and ensuring own work and work of functional area is performed in accordance with procedures/guidelines and to high professional standards.

**Primary Duties & Responsibilities**

* Ensures the development of job-related, valid, and legally defensible employment selection processes by establishing procedures to govern recruitment, job analysis, and test development activities that comply with applicable employment laws/guidelines/professional standards and reviewing work to make certain procedures are appropriately followed
* Enables others to manage data and perform statistical analyses using SPSS and Excel software programs by guiding staff to conduct the most appropriate statistical analyses for the type of data and departmental reporting needs, training staff on statistical techniques and syntax, reviewing syntax and formulas, and interpreting and troubleshooting resulting output
* Manages multiple projects by assessing priorities, establishing completion schedules, assigning work to subordinate personnel, and tracking and monitoring work progress
* Develops and executes strategic plans for the department by collaborating with management and other departments to establish objectives and procedures, and reviewing, revising, and approving rules and procedures related to departmental services
* Supervises and manages staff by assigning and distributing work, directing staff in their job duties, monitoring progress of work, and providing performance feedback and training to staff.
* Ensures customers’ and subject matter expert’s questions, concerns, and needs for information are met by overseeing the department/team, responding to customer and subject matter expert inquires and concerns, and monitoring staff interaction with subject matter experts’ and customers.
* Conducts training of departmental staff, other functional areas, and individuals external to the organization in order to ensure work is performed according to procedure and to acceptable standards and/or share information about departmental activities or functioning. Serves as an expert witness in employment discrimination litigation involving employment selection tests developed by the division and recruiting procedures used by the division.
* Engages in activities designed to ensure personal professional development, awareness of developments in the field, and knowledge of relevant practices, rules, laws, policies, and/or guidelines

**Knowledge, Skills, and Abilities**

* Knowledge of adverse impact resulting from employment selection processes, including methods of analysis and resulting legal concerns.
* Knowledge of employment laws and guidelines governing employee selection.
* Knowledge of English language grammar, punctuation, syntax, word usage, and sentence structure.
* Knowledge of professional standards for developing and administering employment tests, including but not limited to structured interviews, work samples, and simulations
* Knowledge of methods and techniques for analyzing jobs for the purpose of selection, training, classification and compensation, and/or performance appraisal in accordance with legal and professional guidelines.
* Knowledge of measurement theory as related to test and survey construction and analysis to include psychometric properties of tests (e.g., reliability, validity, generalizability theory).
* Knowledge of personnel performance standards and performance appraisal procedures.
* Knowledge of Uniform Guidelines on Employee Selection.
* Knowledge of personnel selection procedures and practices.
* Knowledge of psychometric principles, including validity, reliability, and error
* Knowledge of Principles for the Validation and Use of Personnel Selection procedures.
* Knowledge of statistics related of mathematical science (statistics) pertaining to the collection, analysis, interpretation, and presentation of mathematical data, including predicting and forecasting based on data.
* Knowledge of research on test administration, including factors that impact test reliability and validity and the impact of various methods/modes of administration on the psychometric properties of the test.
* Knowledge of test item writing principles and guidelines
* Skill in using Microsoft Excel or similar spreadsheet software.
* Skill in using Microsoft Outlook or other similar email software.
* Skill in conducting one’s self in a calm and professional manner in stressful situations.
* Skill in using SPSS statistical software.
* Skill in understanding and applying concepts of statistics and probability theory in order to identify trends, group differences, problems, and relationships among data.
* Skill in using Microsoft Word or similar word processing software.
* The ability to understand the implications of how new information for both impacts current and future problem-solving and decision-making.
* The ability to guide and direct the accomplishment of work through subordinate staff.
* The ability to manage and resolve conflicts with coworkers and/or customers.
* The ability to balance interests of clients and the department/organization and respond to pressing and changing client demands.
* The ability to review written material and identify errors with regard to spelling, grammar, punctuation, and formatting, procedures, and analyses, as needed.
* The ability to facilitate group discussion to elicit information relevant to the topic at hand.
* The ability to motivate and encourage others to a course of action or goal.
* The ability to manage and allocate one’s time in order to handle multiple tasks and/or meet pressing deadlines.
* The ability to create an environment that welcomes, values, and includes perspectives from different backgrounds and/or cultures.
* The ability to orally communicate information and ideas so others will understand.
* The ability to assess the performance of other individuals to ensure work is performed appropriately and/or take corrective action.
* The ability to plan work activities in order to meet deadlines and/or goals.
* The ability to follow, model, and shape best practices in personnel selection and assessment.

**Minimum Position Requirements**

PhD in Industrial/Organizational Psychology from an accredited college or university  
Experience in employee selection including developing, administering and scoring employee selection systems.

**Salary and Benefits**

Annual salary of $ 92,601.60 to 166,524.80 (depending on qualifications and experience), plus excellent benefits including medical, dental, vision, and pension plans.

Interested applicants may contact Juliet Aiken at Juliet.renee.aiken@gmail.com