

NATURE OF WORK IN THIS CLASS:

This position is a hiring specialist serving the healthcare departments or agencies and is responsible for screening potential physician and related healthcare professional candidates.

Employees in this class serve as an intermediary between job seekers and a healthcare organization by reviewing resumes, interviewing interested applicants, and negotiating salaries.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned, any one position may not include all the duties listed.)

Assists and coordinates the development of strategic physician and/or other healthcare professional recruitment plans, develops job postings and establishes sources of recruitment, reviews applicants' resume/curriculum vitae.

Performs initial interview and screening processes to determine candidate's eligibility and suitability by evaluating education and work experience, verifying credentials, and performing background checks.

Researches and participates in conferences, job fairs, and physician recruitment opportunity events.

Visits and observes physician practices to manage and maintain understanding of clinical requirements for recruitment purposes.

Coordinates recruitment and hiring activities with management and human resources staff, negotiates salary, problem-solves, and provides counsel as appropriate in the hiring of physicians and other healthcare professionals.

Monitors and maintains the medical staff recruitment budget; develops and maintains advertisements for recruitment efforts.

Serves as the organization's liaison with potential or new physician/healthcare professional hires and maintains and manages communications to meet management/applicant needs and/or assist in addressing issues and concerns.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of public personnel or human resources management and/or healthcare operations and organizational behavior.

Knowledge of credentialing requirements for physicians and/or related healthcare professionals.

Knowledge of strategic sources for the recruitment of physicians and other healthcare professionals.

Knowledge of internet recruitment tools.

Ability to make decisions in accordance with established policies and procedures, rules and regulations, and employment mandates.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to work effectively with applicants, the public and other employees

Ability to be detail-oriented to properly evaluate applicants' qualifications including any necessary credentials

Ability to maintain records and prepare reports

Skill in multi-tasking, analyzing and organizing

Willingness to travel

MINIMUM EXPERIENCE AND TRAINING:

- A. One year of work experience in recruiting physicians or other healthcare professionals and a Master's degree from a recognized or accredited educational institution in healthcare, public or business administration, behavioral or social science or related fields; or
- B. Two years of work experience in recruiting physicians or other healthcare professionals and a Baccalaureate degree from a recognized or accredited educational institution in healthcare, public or business administration, behavioral or social science or related fields; or
- C. Five years of work experience in recruiting physicians or other healthcare professionals and graduation from High School or GED.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Driver's License is required.

ESTABLISHED: January 2024

PAYGRADE: N (GPP)

STATUTE: (If applicable)

JAY EVALUATION:	KNOW-HOW:	E 1 2	230
	PROBLEM SOLVING:	E 3 (38%)	87
	ACCOUNTABILITY:	E 1 S	115
	TOTAL POINTS		432



EDWARD M. BIRN, Director
Department of Administration



LOURDES A. LEON GUERRERO
Governor of Guam