General Statement of Duties

Performs a variety of standard level of work within the human resources functions related to recruiting strategies by partnering with hiring managers and/or recruiters to fulfill agency staffing requirements. Partners with stakeholders in the recruitment process by posting jobs, sourcing candidates, attending recruiting events, reviewing and screening and recommending candidates for review and consideration. Assists with applicant tracking, coordinating interviews and conducts full cycle recruitment of high volume/low skill roles.

Distinguishing Characteristics

This class is part of the Recruiter Job Series. The job series encompasses the following job classifications and a summary of their essential job function is as follows:

• Associate Recruiter: The essential function of this job is to perform a variety of standard level of work within the human resources functions related to recruiting strategies by partnering with hiring managers and/or recruiters to fulfill agency staffing requirements. Provides support to Recruiters, Senior Recruiters and Recruiting Manager. Associate Recruiters works closely with seasoned recruiters to provide sourcing support, applicant reviews, assistance with job postings, coordinating events, and at times, provides full cycle recruiting of high volume/low skill roles.

• Recruiter: This job is the second level of a three-level series. The essential function of this job is to provide recruiting and talent acquisition functions in servicing and supporting one or more agencies, divisions or departments, providing full cycle recruitment services for all levels and types of positions. The Recruiter serves as strategic business partner, strong collaborator and advisor on recruitment processes and policy, and guides hiring managers on candidate qualifications and appropriate pay.

• Senior Recruiter: This job is the third level of a three-level series. The essential function of this job is to perform complex and specialized recruiting and talent acquisition functions in servicing and supporting one or more agencies, divisions or departments and client groups. The Senior Recruiter is a strategic business partner who leverages data to recommend and drive recruitment strategies with agency leadership. The Senior Recruiter may serve in a lead capacity on projects/initiatives, provide full cycle recruitments, and/or may provide work direction and mentorship to less seasoned recruiters.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.
Level of Supervision Received & Quality Review

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, and/or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

None

Essential Duties

Performs standard level of full cycle recruiting including posting jobs, reviewing, screening and dispositioning candidates, assisting with interview and selection, offer and hiring.

Drafts job announcements, advertisements, online and social media postings and other recruitment materials. Attends job fairs and builds industry networks to fill positions.

Reviews and screens applicants’ qualifications based on skills, education and experience requirements.

Works closely with team to develop appropriate job announcements, advertisements, online and social media postings and other recruitment materials.

May perform outreach and direct sourcing to assist with filling all levels of positions. Participates in job fairs and other recruiting events.

Ensures accurate recordkeeping and compliance of candidates in applicant tracking system.

Utilize applicant tracking systems automation to effectively and efficiently screen and disposition applicants, including but not limited to: supplemental questions, test/assessment scores, training and experience (T&E) scoring.

Ensures that all of the phases of recruitment and selection comply with applicable federal, state, and local laws, regulations, and guidelines and Career Service Rules

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.
Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state and local employment regulations.

Knowledge of recruitment and sourcing strategies.

Education Requirement

Bachelor’s Degree in Business Administration, Human Resources, or a related field.

Experience Requirement

One (1) year of experience in Human Resources.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: perceiving the nature of sound by ear.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Sitting: remaining in the normal seated position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Near acuity: ability to see clearly at 20 inches or less.
# Background Check Requirement

- Criminal Check
- Education Check
- Employment Verification

## Assessment Requirement

None

## Probation Period

Six (6) months.

## Class Detail

- **Pay Grade:** A-807
- **FLSA Code:** Y
- **Management Level:** 10
- **Established Date:** 9/21/2018
- **Established By:** Lori Schumann
- **Revised Date:** 
- **Revised By:** 
- **Class History:**