



Office of Human Resources
Recruiter Associate - CA3018
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General Statement of Duties

Performs a variety of standard entry professional-level of work within the human resources and talent acquisition work 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 and typically carry the smallest job requisition workload. Assists higher level recruiters while learning their role and to gain experience.

Distinguishing Characteristics

This class is part of the Human Resources Recruiter classification series. This series encompasses the following job classifications in increasing level of responsibility and scope: Recruiter Associate, Recruiter, and Recruiter Senior.

Level of Supervision Exercised

None

Essential Duties

Learns all the phases of recruitment and selection to ensure compliance with applicable federal, state, and local laws, regulations, and guidelines and City and County of Denver Career Service Rules (policies).

Works with client group providing consultation on position management, job requisition, and the overall recruit-to-hire process. Works with the client group to plan recruitment strategies and manage the recruitment process.

Develops and maintains work relationships and continuously works to improve relationships, contacts, and networks. Builds relationships with internal client groups, hiring managers, and HR colleagues.

Writes job announcements, posts, and market jobs. Creates and executes sourcing strategies. Generates leads and prospects for candidate pipelining.

Plans, coordinates, manages, and attends recruiting and hiring events, including job fairs, networking events, sourcing events and volume hiring events.

Reviews and screens candidates (applications, resumes, and phone screens). Assesses candidates for position qualifications matching the skills, education, experience, strengths, attributes, and overall qualifications of the candidate to the desired candidate profile.

Provides candidate information to the client team for review and consideration. Assists client teams with interview and selection practices. Works with client teams to prepare and extend job offers.

Counsels both internal and external applicants on job opportunities, resumes, and interview etiquette. Responds to candidate questions, complaints, and appeals.

Ensures accurate recordkeeping and compliance of candidates in the applicant tracking system. Utilizes talent acquisition systems, tools, and documentation.

Participates in or manages talent acquisition or other HR projects as required.

Reviews talent acquisition metrics and takes appropriate action for fine-tuning or celebrating as appropriate. Shares and presents metrics and other recruiting information with the client group.

Follows and understands job-related recruiting and marketing trends.

Assist higher-level recruiters as they learn their role and gain experience.

Performs other related duties as assigned.

Any one position may not include all 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.

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.

Self-Management -Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Actions and Results Focus - Stays clear and focused on what is expected or needs to be accomplished. Pushes self and others for results or achievement or milestones. Gets things done well and efficiently.

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

Established Date: 9/21/2018

Established By: LS

Revised Date: 7/30/2020

Revised By: BM

Class History: BM - Updated general statement of class duties, distinguishing characteristics, guidelines and decision making, level of supervision, essential duties, and competencies.