



Office of Human Resources  
Recruiter - CA3017  
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### General Statement of Duties

Performs standard professional level human resources work related to recruiting and talent acquisition work by partnering with hiring managers to provide advisory services and support to fulfill the staffing needs of one or more agencies. Responsible for sourcing and recruiting assignments, which includes applicant tracking, coordinates interviews, and conducting full-cycle recruitment of positions with intermediate complexity while carrying the largest job requisition workload and often working on volume-hiring-recruitments. Serves as a strategic business partner, collaborator, and advisor on recruitment processes and policy and guides hiring managers on candidate qualifications and appropriate pay.

### 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

Ensures that all the phases of recruitment and selection comply 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. Provides candidate information to client team for review and consideration. Assists client teams with interview and selection practices. Works with client teams to prepare and extend job offers.

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.

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 HR projects as required.

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

Follows and understands job-related recruiting and marketing trends.

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.

**Relationship Building** - Develops and maintains work relationships and continuously works to improve relationships, contacts, and networks. Maintains an open and approachable manner and easily builds rapport with others.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Professional Impact** - Presenting self as a positive representative of the organization; uses professional judgment to balance needs of client groups with the best interests of the city.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Assessing Talent** - Sizing up the talents and competencies of others for hiring. Understands and recognizes the qualities that differentiate highly qualified candidates from average candidates. Shows skill in asking questions and eliciting detailed and accurate information regarding others' capabilities and weaknesses.

**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**

Two (2) years of experience in a recruiting environment.

### **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-809**

**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.**