



Office of Human Resources
Recruiter Senior - CA3016
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General Statement of Duties

Performs full performance professional 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 and serves as a subject matter expert in all facets of recruiting. Utilizes and applies a variety of recruiting and sourcing strategies, reviews and screens candidates, coordinates interviews, and in the selection, job offer, and hiring process. Develops and nurtures recruiting sources and talent pipelines while providing training, consultation, and mentorship to less seasoned recruiters.

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

By position, performs lead work and/or supervises human resources staff.

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.

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

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

Planning and Evaluating – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats or opportunities.

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

Organizational Savvy - Understands the inner workings and interrelationships of the organization and knows whose support is needed to cut red tape. Gets things done through formal channels and informal networks. Aligns and maneuvers organizational resources and internal politics skillfully to solve problems or accomplish goals.

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.

Talent Advisor - utilizes extensive recruiting expertise to develop and execute effective recruiting strategies; drives all aspects of the recruiting process by effectively consulting with managers, agencies, and candidates.

Informing - Stays informed and shares information with others who need it. Information shared is timely, understandable, and appropriate to the needs of others. Uses multiple channels (memos, email, postings, meetings) to ensure communication is received.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

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

Five (5) 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-811

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.