General Statement of Duties

Provides professional and technical human resources support by partnering with hiring managers to determine and fulfill their staffing requirements. This is accomplished through a variety of recruiting and sourcing strategies, reviewing and screening candidates, coordinating and/or assisting with interviews and selection and assisting in the offer and hiring process. Recruiters develop and nurture recruiting sources and talent pipelines.

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 but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.
## Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

## Interpersonal Communication & Purpose

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

## Level of Supervision Exercised

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

## Essential Duties

Partners with agency leaders and clientele to provide strategic business solution to strengthen human talent, systems and processes.

Consults with clients to develop recruitment strategy based on hiring needs, staffing trends, and following city-wide recruit to hire processes and practices.

Evaluates applicants’ qualifications based on skills, education and experience requirements. Presents qualified candidates to hiring manager for review and consideration.

Guides and assists through interview, selection and offer process. Negotiates offers and strategizes with hiring managers to set pay.

Assists with or develops job announcements, advertisements, online and social media postings and other recruitment materials.

Performs outreach and direct sourcing for hard to fill positions. Participates in job fairs and builds industry networks.

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.

Manages special projects, programs or initiatives.

Plans and attends events and makes presentations.

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.

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 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.

Strategic Thinking - Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

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
Management Level: 9
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: