



Office of Human Resources  
Recruiting Manager - CA3014  
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### General Statement of Duties

Develops recruiting strategies and leads recruiting staff. Consults with other agencies to determine Citywide-staffing needs. Promotes best hiring practices that maximize the ability of the organization to attract, select and retain top talent to meet the current and future staffing needs of the City and County. Maximizes the collective strength of the team through coaching, career development opportunities, cross training and stretch assignments to ensure continuous improvement, high performance and engagement.

### Distinguishing Characteristics

There are three general management classes (Manager, Director, and Executive) and specific individual management classes. The Manager is a first level management class. A Manager oversees work groups/areas within a division or agency and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Manager position is operationally and/or functionally focused.

The Director is a mid-level management class. A Director manages a division or agency and is generally responsible for supervising managers, supervisors, and individual contributors. A Director position is operationally and/or functionally focused as well as strategically focused.

The Executive is the highest level of management class in the city other than appointees or elected officials. An Executive directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. An Executive position is strategically focused.

The Recruiting Manager class is distinguished from the Executive Director of Human Resources that directs a comprehensive, city-wide Human Resources Office by establishing a multi-year vision and strategic plan for the organization while ensuring alignment with the city's broader organizational and human resources goals and objectives and ensures the organization accomplishes annual goals and initiatives.

### Level of Supervision Exercised

Manages a work group(s) within a division by supervising supervisors and/or individual contributors.

### Essential Duties

Develops and executes effective recruiting strategies to ensure a diverse, talent rich organization and alignment with overarching vision and people strategy of OHR and all City-wide Career Service agencies.

Leads and develops recruiting team and ensures superior delivery and quality of services to all agencies. Maximize the collective strength of the team through coaching, career development opportunities, cross training and stretch assignments.

Coach and train the recruiting team on best practices as talent acquisition business partners advisors, including how to build sourcing strategies and how to build influential relationships with hiring managers and job seekers; develop, implement and drive strategies that attract and recruit talent utilizing multiple tools and resources; manage quality, productivity and compliance with internal policies, EEO/diversity policies, as well as, federal and state employment and labor laws; and partner with hiring managers to understand current and future hiring needs.

Develop strong relationships with OHR leadership and leaders throughout the organization and help drive and influence results for the function.

Offers support and resources to other teams and leaders in need.

Consult and partner with business leaders on proactive sourcing strategies to support workforce planning for critical roles

Develop, maintain, analyze, and report on key TA metrics with stakeholders across the business.

Continuously measure and improve the talent acquisition recruiting process through recruiting metrics collection, analysis and goal setting

Develop, document and execute staffing policies and procedures that follow compliant practices and serve as an instructional guide for the standard of work

Partner with Communications to enhance strategic employment branding initiatives, including developing materials for job fairs, internal/external recruitment, and designing recruiting campaigns targeting leading talent  
Work with Communications to develop a strategy for candidate pipeline development and sourcing by utilizing all available tools, including enhancing our current career website, social media, job boards, recruiting tools, and agencies

Oversee diversity and military recruiting and other specialized recruiting programs

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Monitors new industry developments to ensure early adoption of innovative best practices and technology. Continuously seek novel, resourceful and imaginative improvements for talent branding, outreach, use of technology and an enhanced consultative service model etc.

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

**Creating and Innovating** - Encourages and produces new ideas, approaches, and insights. Creates innovative products, programs and designs.

**Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions why may include tough choices, after considering risks

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Relating and Networking** - Easily establishes good relationships with customers, partners, and staff. Relates well to people at all levels; builds expansive and effective networks of contacts.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Knowledge & Skills**

Knowledge of HR and Talent Acquisition concepts, principles, and practices related to identifying, attracting, and selecting individuals and placing them into positions to address changing organizational needs.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Education Requirement**

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

**Experience Requirement**

Five (5) years of professional level human resources experience including three (3) years supervising staff.

**Education & Experience Equivalency**

Two (2) years 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 long, irregular hours.

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

Subject to varying and unpredictable situations.

**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-815**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**