



Job Title	Public Safety Recruiter	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	17643

Class Specification – Public Safety Recruiter

Summary Statement:	
<p>The purpose of this position is to collaborate with key Human Resources stakeholders to develop and implement an annual recruiting and budget plan for the Department. Develop and implement strategies to increase workforce diversity by utilizing marketing and branding techniques to expand the public safety applicant pool and to source candidates through various community and professional organizations, high schools, and colleges. Develop orientation programs, media solutions, and advertising strategies through print, video, and social media. Maintain applicant metrics and work with HR Manager and Deputy Chiefs to strategically plan future staffing needs. Travel to local and out-of-state recruitment events such as college fairs, workforce centers, and professional events. Develop long term relationships with applicants and follow through with recruitment through all cycles. Understand EEOC rules and best practices.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Attend job fairs and career days both locally and out of town to recruit applicants and collaborate with sworn and civilian departments to enhance the city presence and cost sharing for events. Plan and facilitate community forums. Communicate with prospective applicants in person, by phone, by mail and e-mail, providing information and a realistic job preview of employment with the Department. Work closely with local school district superintendents to develop programming in concert with public safety education programs specific to the Department.
45%	Develop and manage recruitment budget for division. Develop and maintain contacts with local community groups, public and private primary and secondary schools, businesses, colleges, and universities to facilitate the recruiting process and increase diversity of applicant pool. Talk to other departments and organizations to determine best recruiting practices. Maintain statistics on recruiting efforts and conduct research and analysis as required, including the continual evaluation of traditional recruiting avenues versus utilization of the internet for recruiting. Develop the content of the annual recruit orientation and schedule facilities and participants for presentations. Design and produce appropriate recruiting material in collaboration with City Public



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	Communications and internal Department Communications. Assist the Senior Human Resources Analyst with recruitment metrics and all aspects of entry level and lateral entry testing, promotional testing, and other related human resources processes. Perform other HR duties as assigned and function as an HR generalist.
35%	Coordinate the placement of advertisements in newspapers and other media in conjunction with Public Communications. Develop and maintain Training Cadre Internship Program. Facilitate the Recruitment Committee and utilize members to assist with recruiting, including scheduling of events and representatives to work events. Work in collaboration with HR Captain at recruiting events and presentations. Participate on committees related to recruiting and employment for civilian and sworn public safety positions.

Competencies Required:	
Human Collaboration Skills:	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Reading:	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Skilled in a Technical Field:	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, human resources, or a related field.

Experience: Three years of full-time experience in recruiting or human resources, and one year of full-time experience in public safety or related field.

Education and 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.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized recruiting software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2017