



<b>Job Title</b>	Recruiter, Senior	<b>FLSA Status</b>	Exempt
<b>Band</b>	PRO	<b>Probationary Period</b>	12 Months
<b>Zone</b>	6	<b>Job Code</b>	18421

**Class Specification - Recruiter, Senior**

**Summary Statement:**  
 The purpose of this position is to provide high-level recruiting support through the full-cycle recruitment process. Coordinate with the Recruiting Supervisor and hiring managers to address recruitment needs and provide consultation on strategic recruitment approaches. Develop and report Human Resources metrics to management.

**DISTINGUISHING CHARACTERISTICS:**  
 This is the advanced journey level class in the Recruiter series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower-level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and may serve in a working supervisory capacity over lower-level staff.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (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.
40%	Work with the Recruiting Supervisor and Manager to recommend and implement new processes and fine tune standard processes for the recruiting function, which include a paperless full-cycle recruitment process. Partner with hiring staff regarding their staffing needs, conduct strategic recruiting discussions, develop recruitment strategies, and use position management in PeopleSoft to track filling of positions. Execute full life cycle recruiting, which includes sourcing, screening, interviewing, and job offer formulation. Source candidates through a variety of channels, including applicant tracking system, internet, colleges/universities, networking, social media, and attendance at job fairs/community events. Write professional job announcements and oversee civilian recruitments (executive recruitments as assigned). Work with hiring staff to ensure compliance with federal and state laws related to hiring. Conduct trainings in area of assignment for supervisory/management staff. Manage the City's Internship program to include: building relationships with colleges, developing marketing materials, and recruiting candidates. Provide accurate, excellent, and timely customer service to internal and external customers.



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30%	Develop and report HR metrics, including writing queries and pulling data from PeopleSoft and NeoGov for the purpose of improving recruiting performance and deliverables. Provide consistent, accurate, and timely analytics. Develop and execute diversity candidate sourcing strategies based on market research and workforce data analysis. Advance use of recruiting-based software programs, such as NeoGov, including applicant tracking. Maintain the City’s employment website; ensure that information is current and accurate.
30%	Partner with hiring managers to support staffing needs to include: Regular, Seasonal, Hourly, Special, Interns, Volunteers, Elected Officials, and Staffing Agency Temporary Workers. Advise of staffing options based on current fiscal constraints and priorities, Patient Protection and Affordable Care Act (PPACA) considerations, employment programs and cost analysis. Lead managers through hiring process and reach out to SME’s for training or other departmental needs. Work with Recruiting Supervisor to participate in special projects/recruiting initiatives including assessment of best practices in the selection and hiring process. Stay current with recruiting trends and strategies.

<b>Competencies Required:</b>
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.

<b>Technical Skills Required:</b>
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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.

**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: Five years of full-time experience in recruiting.

**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:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work.

**Supervision Received:**

Receives Limited Direction – The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.



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

<b>Environmental Conditions</b>	<b>Frequency</b>
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: August 2016