



Job Title	Senior Recruiter	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	18421

Class Specification - Senior Recruiter

Summary Statement:	
<p>The purpose of this position is to supervise and lead the recruitment team through the full-cycle recruitment process. Coordinate with hiring managers to address recruitment needs and provide consultation on the appropriate worker type for their need. Oversee staffing agency contracts and coach managers to ensure staffing agencies workers are utilized appropriately. Develop and report Human Resources metrics to management.</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.
25%	Supervise assigned personnel. 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 responsibility for 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. Develops recruitment programs and maintains the recruiting budget.
25%	Manage contracts and relationships with temporary staffing agencies. Facilitate the renewal of staffing agency contracts, which includes writing the RFPs (Requests for Proposals), staffing the RFP review panel, monitoring adherence to the contract, and other related duties. Ensure that staffing agency placements are authorized through HR via paperless process.



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25%	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 and dashboards. Formulate policies, goals, and procedures with emphasis on workforce planning, staffing, recruiting, staffing models, and human resources metrics. 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. Work in cooperation with the HRIS Specialist to maintain PeopleSoft and NeoGov. Maintain the City's employment website; ensure that information is current and accurate.
25%	Partner with hiring managers to understand staffing needs to determine appropriate worker type for positions. Worker types 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. Coach managers through hiring process and reach out to SME's for training or other departmental needs. Participate in special projects/recruiting initiatives including assessment of best practices in the selection and hiring process. Stay current with recruiting trends and strategies.

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.



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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.

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 including two years of supervisory experience.

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 supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives / effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Administrative Direction – The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

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.

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: August 2016