GENERAL SUMMARY
This role is primarily responsible for managing talent acquisition activities for assigned departments. Supports other functional areas in talent management as needed.

SERIES CONCEPT
None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES
Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Develop and execute recruitment plans and strategies in collaboration with hiring managers to identify and attract qualified and diverse talent; sources candidates, reviews applications, develops evaluation criteria (to include assessment and selection tools), conducts initial phone screenings, participates in the interview process, manages background checks and extends and negotiates job offers.
- Build pipelines of prospective candidates through professional networks, targeted outreach, social media platforms, recruitment events, sourcing, and partnerships with agencies and other community partners.
- Build relationships with hiring managers and candidates by providing training, counseling, and guidance on related HR best practices, policies, procedures, and laws.
- Collaborate extensively with management and employees in internal career development efforts.
- Promote diversity, equity and inclusion throughout the recruiting and selection process.
- Track and utilize metrics to identify opportunities for improvement and provide statistics.
- Analyze and track metrics to make data-driven recruitment and hiring decisions.
- Serve as a subject matter expert in the county’s applicant tracking and HRIS systems.
- Perform classification and compensation activities as needed.
- Manage projects or serve as project team member supporting talent management projects and process improvement initiatives.
- Cross-train within department to ensure continuity of services.
- Work a flexible schedule, which may include evenings, weekends, holidays, and overtime.
- Other duties as assigned.

Other Job Functions
- Perform other job functions as assigned.
**MINIMUM QUALIFICATIONS**

**Education and Experience**
H.S. Graduate or equivalent and six years of experience in one or more of the following areas: Human Resources, Public Administration, Business, or related field. Any equivalent combination of experience and education which clearly indicates the ability to perform the essential functions of the position may substitute on a year for year basis.

**Licenses or Certifications**

**OTHER JOB REQUIREMENTS**
Must meet travel requirements and authorize and complete a background check prior to employment. Work a flexible schedule, which may include evenings and weekends.

**PREFERRED QUALIFICATIONS**
Post-secondary education in Human Resources, Public Administration, Business, or related field strongly preferred. Experience using an applicant tracking system is preferred. Experience in a union environment; PHR of SPHR Certification; experience in advanced sourcing methods; project management.

**SUPERVISION**
This position does not supervise.

**COMPETENCIES**

**Knowledge of:**
- Candidate sourcing using a multitude of recruitment mediums, including social media.
- Best practices in interviewing and selection technique tools.
- Current human resources management practices and relevant employment laws.

**Skill in:**
- Working with a variety of individuals from diverse backgrounds.
- Operating personal computers and Microsoft Office applications.
- Demonstrated proficiency in the use of applicant tracking systems.
- Strong analytical and problem-solving skills while working independently and as a team.
- Developing and implementing recruitment plans.
- Managing and proactively participating in projects.

**Ability to:**
- Handle multiple priorities and deadlines simultaneously.
- Provide excellent customer service and demonstrate professionalism.
- Respond to customers in a timely manner.
- Explain and accurately interpret human resources policies, rules, and guidelines.
- Exercise discretion, confidentiality, and sound judgement.
- Demonstrate a strong commitment to continuous improvement.
- Influence hiring managers, candidates, and team members in a consultative way.
- Represent the county to prospective candidates in a positive manner.
• Communicate effectively orally and in writing with a diverse array of employees, citizens, businesses, and special interest groups

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment with exposure to general office noise and frequent interruptions. Occasional travel is required to attend meetings at other county sites and locations, to meet with interview panel members, or participate in work-related assignments.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Extreme cold <em>(below 32 degrees)</em></td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat <em>(above 100 degrees)</em></td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises <em>(85+ decibels such as heavy trucks, construction)</em></td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activities required are ability to operate equipment used in the position and effective communication. This requires ability to perform work in an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.