

Recruitment Administrator Tompkins County

Department: Human Resources Department

Classification: Competitive

Labor Grade: Confidential Grade 64

Approved: 05/2019

Revised: 9/2020

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered College or University, with a Bachelor's degree or higher AND (2) two years of full-time (or the equivalent part-time) paid experience working in a position which must have significantly involved recruitment as a primary function ; OR

(B) Graduation from a regionally accredited College or University, or one accredited by the New York State Board of Regents to grant degrees, with an Associate's degree or satisfactory completion of at least sixty (60) college credit hours of study AND (4) four years of full-time (or the equivalent part-time) paid work experience as described in (A) above; OR

(C) Graduation from high school or possession of a high school equivalency diploma AND (6) six years of full-time (or the equivalent part-time) paid work experience as described in (A) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Recruitment Administrator position exists in the Tompkins County Department of Human Resources and involves the performance of a wide array of professional and technical work involving civil service and human resources activities. The primary role will be development and implementation of a comprehensive talent acquisition and retention program aimed at attracting a diverse pool of highly qualified candidates for employment at all levels of the organization. The incumbent is responsible for the full recruiting lifecycle across a variety of open positions and will be expected to achieve established goals and objectives. The incumbent is required to maintain a current knowledge of recruitment methodologies and industry best practices, utilizing social media and a variety of other resources and platforms. A successful Recruitment Administrator will collaborate with hiring managers to help them to successfully achieve staffing needs by developing and implementing effective recruitment plans, and providing other assistance and guidance as needed. The Recruitment Administrator may be cross-trained on a variety of human resources/civil service programs and initiatives. The work is performed under the general administrative direction of the Commissioner of Human Resources. This employee is expected to exercise a high level of autonomy and independent judgment when planning and carrying out the details of their work and may be assigned to lead work groups or projects. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: Illustrative Only

- Partners with leadership and other key stakeholders to develop and execute a comprehensive strategic recruitment program, as well as targeted recruitment plans, to address the County's current and future workforce needs;
- Introduces creative and innovative recruitment methodologies and industry best practices, including social media and other similar platforms, web-based job boards, and other venues aimed at effectively reaching target audiences, and attracting a diverse pool of highly qualified candidates;
- Creates advertisements, job postings, examination announcements, and other recruitment marketing materials;
- Serves as a visible professional presence in the community, networks, performs community outreach including assisting in career fairs, cultivates and maintains relationships with internal and external clients, various community groups and agencies, and regional colleges and universities;
- Provides coaching and guidance to appointing authorities as needed throughout the hiring process;
- Supports departments with succession planning and forecasting department hiring needs;
- Identifies recruitment barriers or related issues, and recommends new and improved methods, resources, and strategies for engaging the highest caliber of talent;

- Evaluates effectiveness of various recruitment activities, and compiles and analyzes data and prepares reports to measure results, effectiveness, and return on investment;
- Communicates the benefits and perks of County employment, and helps to establish an employment brand that identifies the County as an employer of choice;
- Participates in the new hire orientation and on-boarding process; communicates terms and conditions of employment, including civil service classification, appointment, and probationary status;
- Attends WDIC and Diversity Consortium of Tompkins County meetings as requested, to report on recruitment initiatives and activities;
- Utilizes a variety of computer programs, HR and proprietary software, databases and management systems;
- Will be involved with the employee Exit Interview process, and will review feedback and data to assist with creating targeted recruitment and retention plans;
- May develop and oversee a program to facilitate internal promotions, employee satisfaction and retention, and succession planning;
- Tracks and reports hiring, turnover, etc.;
- Remains abreast of Federal and State labor laws and regulations, and changes in legislation that impact employment practices;
- Performs various civil service functions as required, which may include reviewing applications; maintenance of employment records, and other transactions;
- May conduct training or educational sessions and prepare written guidelines or other communications related to aspects of the hiring process;
- Participates as an integral member of the Human Resources Department team in facilitating continuous process improvement; may evaluate procedures and technology, and assist in identifying new methods and procedures aimed at improving departmental efficiency and achievement of cost savings;
- May occasionally be required to attend conferences, training, seminars and workshops to maintain current technical knowledge and expertise in various functional areas of responsibility;
- Performs a variety of clerical and para-professional duties, as assigned, displaying a high degree of customer service; such activities may involve answering phones, greeting and assisting walk-in customers, operating standard office machines and equipment, maintenance of employee files, preparation of correspondence, record keeping, scheduling of meetings and appointments; and other support activities as needed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Excellent communication skills, developing interpersonal relationships, and decision-making skills; Good knowledge of the principles, practices and techniques employed in recruiting and retaining diverse talent utilizing a wide array of social media, technology, job boards, HR Software, databases, management systems and innovative methodologies; Good knowledge of the principles, practices and techniques of public sector human resources administration; Good knowledge of, and the ability to understand and interpret, the various federal, state and local laws, regulations, employment law, training and development, labor relations and collective bargaining, compensation management, and best practices pertaining to labor and employment, and willingness and ability to remain abreast of changes in legislation and laws related to areas of responsibility; Working knowledge of New York State Civil Service Law, Local Rules and the principles, practices and techniques of personnel administration as it applies to local government;; Familiarity with the employee life cycle as it relates to recruitment and selection, onboarding and orientation, training and development, performance management, and transitioning into leaving employment by means of exit interviews; Ability to develop and implement community outreach and targeted recruitment programs; Ability to review job descriptions and objectively evaluate candidate qualifications; Proficient in the use of computers, the internet, and common software applications as well as the ability to learn and utilize proprietary software and applications, and ability to operate a variety of standard office equipment; Ability to establish and maintain effective working relationships with groups representing diverse populations, , and various cultural and socioeconomic backgrounds; Ability to independently analyze and resolve complex problems, and develop sound conclusions; Ability to understand, interpret and carry out complex oral and/or written directions; Awareness of the importance of confidentiality in dealing with personnel matters and ability to maintain such confidentiality; Ability to communicate clearly and concisely both orally and in writing; Ability to represent the Department and County in a professional manner under all circumstances; Ability to accurately prepare a variety of detailed reports, and submit in a timely manner; Ability to calmly and confidently manage multiple competing priorities; Ability to establish rapport and cultivate and maintain respectful, cooperative working relationships with employees at all levels of the organization, as well internal and external customers, agencies, and members of the public;; Ability to fulfill field requirements of the position as necessary; Experience working with diverse populations diversity and customer-service skills are required.

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

The physical and mental 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. While performing the duties of this job, the employee is frequently required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are considerable for this position in that the work often involves considerable demands from tight deadlines, constant rush orders and when dealing with disciplinary issues, exposure to distressing human situations. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation and facilitate employment placements. Internal contacts will be with department heads and hiring managers throughout the organization and will require professional collaboration in efforts to diversify the organization. External contacts are with professional associates, liaisons, community groups, high-ranking officials and administrators, including heads of various public agencies and legislators assisting them with developing policy or carrying out the mission of the organization. This work will also involve the development of professional networks and the successful implementation of diversity strategies. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

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