

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB433 Recruiting Program Manager
POSITION #/TITLE: 2524 Recruiting Program Manager	Adopted: 08-08
	Revised: 07-14

POSITION DESCRIPTION

Dept: Human Resources	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11 12 with certification
Reports To Position #/Job Code #/JC Title: 1212/NB214/Human Resources Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and Health screening after contingent offer.	Position Testing: Advanced Word, Excel and PowerPoint; Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Plans, develops, evaluates, and administers a wide variety of professional and technical duties in administration of human resources programs, with an emphasis on recruitment. Performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Serves as Human Resources Director in his/her absence, or represents Human Resources Director as assigned.

Examples of Essential Work (Illustrative Only)

Plans, develops, evaluates, and administers the operational processes, procedures and functions of city wide human resource programs with emphasis on recruitment and selection;

Reviews job specifications and develops a recruitment and selection plan for vacant positions with hiring manager to meet their staffing requirements;

Develops the design and placement of employment advertising to generate quantity and quality of applicants, with input from hiring managers;

Creates and administers internship, job shadow and mentorship programs;

Develops recruiting marketing plan for City employment including identifying markets, brand or diversity awareness, key benefits, etc.;

Coordinates and participates in job/career fairs;

Discusses hiring activities with managers to determine adequacy of selection techniques to conduct fair, effective and legal interviews;

Coordinates interview schedules with hiring managers, as needed;

Screens all applications to identify qualified applicants for position and conducts initial phone interview;

Prepares and extends job offers in cooperation with hiring managers;

Oversees the administration of pre-employment skills testing;

Completes periodic reports regarding assigned areas of responsibility;

Acts as resource to other departments on best practices within areas of expertise;

Ensures City complies with applicable employee selection legislation; develops and administers standardized selection tools and testing, and develops specialized testing for specific jobs in cooperation with other City department staff;

Provides training regarding recruiting and selection;
Completes research and special projects as requested;
May provide back-up support to Human Resources staff;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of techniques of testing and measurement, recruitment and selection practices;
Thorough knowledge of personnel functions, procedures, policies, organization and State and local regulations;
Thorough knowledge of pertinent Federal, State and municipal laws and statues related to recruitment activities;
Good knowledge of Federal/State/local laws and regulations relating to Human Resources Management;
Good knowledge of policies and procedures in benefits, general employment/recruiting, training and development, employee/labor relations, health and safety, and general management;
Thorough knowledge of the methods and procedures for maintaining personnel records;
Good knowledge of a Human Resources Information System (HRIS);
Ability to communicate effectively and maintain working relationships with department heads and other supervisory personnel, other City employees, and the public;
Ability to handle confidential employee and administrative information with tact and discretion;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from and accredited college or university with a Bachelor's Degree in Human Resources Management, Business, or a closely related field; and
Considerable professional-level experience in human resources administration, with a preferred emphasis in recruitment; public sector experience also preferred; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Possession of Professional in Human Resources (PHR) or related specialized certification preferred.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to produce and review a wide variety of materials in both electronic and hardcopy forms;
Sufficient manual dexterity, which permits the employee to operate a computer and to make handwritten notations;
Sufficient personal mobility, which permits the employee to complete field work at various City facilities.