

CITY OF CHATTANOOGA
Classification Specification Title: Manager Recruiting

Department: Human Resources

Pay Grade: GS.13

Supervision Received From: Dir. HR Operations

FLSA Status: Exempt

Supervisory Responsibility For: HR Technicians

Established: 1/30/2020

**Revision Dates: 4/16/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbent in this classification is responsible for performing a high volume of complex full life-cycle recruitment and talent acquisition, as well as examination and assessment functions that ensure optimum staffing levels are achieved and maintained in the most time-efficient and cost-effective manner. Work involves leading and supervising professional and paraprofessional staff. Incumbents may be subject to evening and weekend work as required for operational necessity.

SERIES LEVEL: The Recruiting Manager is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Responsible for all aspects of managing and leading a recruiting team including: interviewing, hiring, training, mentoring, developing, directing work and processes, managing performance, recognizing, and providing opportunities for continued education.

Performs complex full life-cycle recruitment activities to ensure that optimum staffing levels are maintained, and that vacant positions are filled in the most time-efficient and cost-effective manner.

Designs and implements innovative sourcing and talent acquisition strategies to attract a diverse population of qualified candidates; develops and implements alternative sourcing and acquisition strategies for executive, technical, specialized and hard-to-recruit for occupations.

Continually identifies and implements new sourcing strategies such as social media, job boards, and professional association for the attraction and engagement of candidates for current and anticipated openings.

Determines the most cost effective sourcing of high volumes of qualified candidates using internal and external resources and tools such as resume databases, advertisements, internet-based recruitment sources, professional networks, employee referral programs, or job fairs.

Meets regularly with the HR team and stakeholders to build and sustain an effective recruitment process to ensure a diverse slate of candidates.

Develops effective, creative and viable recruitment strategies that reduce time to fill and cost of hire for all open positions.

Responsible for the development of competency-based interview guides. Serves as a resource for the City's examination and assessment function. Serves as liaison with subject matter experts and vendors.

Responsible for executive level talent acquisition as assigned.

Provides regular updates and reporting on recruiting and talent acquisition KPIs.

Manages and delivers projects pertaining to staffing objectives in virtual and traditional environments.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Human Resources, Business Administration or related field, and four (4) years of progressively responsible experience in recruitment or talent acquisition, employee development, and employment law, and three (3) years supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential or ability to obtain certification within one (1) year of employment.

SUPPLEMENTAL INFORMATION:

Knowledge of human resource management principles and practices; recruitment principles and practices; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies, and procedures; interviewing techniques; applicant tracking systems; and customer service principles.

Skill in facilitating and coordinating recruitment/promotional activities; conducting interviews; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; preparing written reports and business correspondence; using computers and related software applications; maintaining confidentiality; and communication and interpersonal skills as

applied to interaction with coworkers, supervisors, applicants and the general public sufficient to exchange or convey information and to receive work direction. Must possess the ability to build and maintain collaborative, effective relationships with individuals at all levels.

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.