

City of Chattanooga, TN
Classification Title: Recruiting Coordinator

Department:	Police, Human Resources	Pay Grade:	GS.09
Supervision Received From:	Director Police HR Operations, Mgr. Recruiting	FLSA Status:	Non-Exempt
Supervisory Responsibility For:	N/A	Established:	1/13/20
		Revised Dates:	4/4/25; 3/6/25; 2/10/25

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for providing support to the City's recruitment and staffing functions. Duties include: creating job announcements and determining appropriate advertising channels; supporting applicants through the application process; conducting recruitment, selection; interview activities that include preparing for and attending job/career fairs; ensuring the use of appropriate selection devices; and assisting with department projects.

SERIES LEVEL:

The Recruiting Coordinator 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.)

Coordinates and executes the onboarding process with new employees and contributes to the electronic tracking and reporting of recruitment and staffing data.

Coordinates and participates in various job fairs and may be required to make presentations.

Responds to candidate requests for specific application procedures, company and organization information, and general job opportunities on a regular basis.

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.

City of Chattanooga, TN

Classification Title: Recruiting Coordinator

When working as the Recruiting Coordinator for Police:

Coordinates and oversees the completion of assigned recruitments, from initiation through offer acceptance, to include conducting reference checks and employment verifications.

Reviews and processes candidate applications to determine who is eligible for hire. Conducts phone screenings as needed and participates in applicant interviews as requested.

Proctors and/or coordinate pre-screening exams, to include a written exam, medical clearance exams, and psychological evaluations.

Performs and/or coordinates the background investigation process for all new hires, including fingerprinting, polygraph, credit check, and background screening.

Coordinates assessment centers and/or other complex candidate screening processes, working with consultants as needed and performing administrative work to facilitate projects.

Organize panel interviews and Chief's Review meetings, presenting candidate applications for consideration to hire.

When working as the Recruiting Coordinator for Human Resources:

Recruiting Functions

Act as a representative of the Human Resources Department, and City of Chattanooga, by attending various job/career fairs, recruiting events, community fairs, partnership meetings, etc. during and/or outside of normal business hours by promoting available opportunities and connecting with interested job seekers of all ages and backgrounds.

Align recruitment efforts with the HR Business Partners and designated departments. Provide primary support to the Recruiting Manager and Director, HR Operations.

Performs a full range of employment activities including posting position, screening, and analyzing candidates, determining and presenting salary offers to HR Business Partners, negotiating counter offers, scheduling any required candidate pre-screening clearances, and preparing and maintaining new hire documents, onboarding, and maintaining interview packet folder(s).

Coordinates and oversees the completion of assigned recruitments, from initiation through candidate attendance at New Hire Orientation, to include conducting reference checks, rehire eligibility status checks and employment verifications.

Performs and/or coordinates the background check process for all new hires, including but not limited to: background check, drug screening, lift test, TB screening questionnaire, TB Skin Test, Complete Physical screening, DOT Clearinghouse, HepB Titer, fingerprinting, and/or CJIS check.

Collaboration Functions

City of Chattanooga, TN

Classification Title: Recruiting Coordinator

Assist the HR Business Partners with organizing panel interviews and collaborating in departmental meetings regarding hiring and/or recruiting efforts.

Act as a liaison to the HR Business Partner team(s) by offering support and/or assistance with academy testing, hiring events, or other collaboration opportunities as needed within the Chattanooga Fire Department, Chattanooga Police Department, and/or Wastewater Department.

Act as a liaison between the Well Advantage Clinical Staff, HR Business Partners, and new hire candidates during the onboarding process to ensure successful completion of required pre-screening needs.

Data Functions

Enters and retrieves a variety of information into and from databases, correspondence, and collateral materials related to employment of new hires and maintenance of employees and their records in assigned departments throughout the entire employee life cycle.

Assist the HR Business Partners with reviewing, approving, and entering personnel transaction requests for compensation related issues, such as for TSAs, Work-Out of Class, new hires, promotions, demotions, etc.

Identifies issues, analyze their root causes, and proposes effective solutions to the management, then implement the solution, as well as measuring and reporting on the results.

Performs clerical tasks in support of HR daily operations; includes answering calls, sorting and delivering mail, greeting visitors, data entries, and records management.

Prepares reports of data results, presenting and explaining findings to HR leadership.

Identifies and recommends reasonable short- and long-term goals, milestones, and benchmarks for key performance metrics.

Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations.

MINIMUM QUALIFICATIONS:

Associates Degree in Human Resources, Business Administration or related field, and two (2) years of experience recruiting for positions in a variety of fields; or four (4) years of education, experience and training sufficient to successfully perform the essential functions of this job.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

City of Chattanooga, TN

Classification Title: Recruiting Coordinator

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 encourages both prospective and current employees to discuss potential accommodations with the employer.