

Title: HUMAN RESOURCES RECRUITER
Position Status: Exempt
Reports To: Human Resources Recruiting Manager
Effective Date: 11/08/2010
Revised Date: 8/13/2012, 4/15/2014, 12/12/14

SUMMARY DESCRIPTION: Under general direction, this position:

1. Coordinates and performs difficult and responsible professional level human resources recruitment and selection activities;
2. Oversees the day to day activities and works closely with the Human Resources Administrative Coordinator;
3. Develops and conducts internal staff training in area(s) of responsibility; and
4. Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:

<u>% of time</u>	<u>Essential:</u>
60%	<p>1.Coordinates and performs difficult and responsible professional level human resources recruitment and selection activities, with duties including but not limited to:</p> <ul style="list-style-type: none">• Serving as a Subject Matter Expert in recruitment and selection;• Ensuring legal compliance and validity of recruitment and selection activities and educating managers, supervisors, staff and the general public on policies and procedures;• Coordinating and conducting the full scope of human resources recruitment and examination activities;• Partnering with hiring supervisors and managers to effectively address recruitment needs and issues in a timely manner;• Developing, planning, coordinating and administering all recruitment and examination processes, which includes working collaboratively with hiring managers to ensure position descriptions accurately reflect the work performed and the creation of a recruiting outreach and interviewing plan for each open position;• Composing and posting employment advertisements to various internal and external media; and using social and professional networking sites to identify and source candidates, researching new ways of using the Internet for recruitment;• Participating in career fairs and reaching out to other entities to promote employment opportunities with the Alliance;• Reviewing applications for employment and contacting applicants if needed; evaluating candidate qualifications against position descriptions

before forwarding to hiring supervisors for consideration;

- Developing job-related interview questions, as requested, and maintaining an interview question ‘bank’;
- Overseeing, scheduling and conducting all interviews and assessments; ensuring that all applicants scheduled for in-person interviews receive appropriate recruitment information and materials;
- In conjunction with the Human Resources Recruiting Manager and/or Human Resources Director, determining whether professional, external recruiting assistance is needed and negotiating any related contracts;
- Coordinating and/or conducting pre-offer employment verifications and criminal record background screening;
- Initiating all New Hire, Recruitment and Promotional Personnel Action Forms (PAFs.);
- Consulting with the Human Resources Recruiting Manager and Human Resources Director on appropriate salary placements, making job offers and negotiating salaries where necessary;
- Composing and sending offer letters to successful candidates, and sending regret notices to unsuccessful candidates;
- Conducting regular follow-up with managers to determine the effectiveness of recruiting plans; analyzing and recommending strategies to improve recruitment and selection process operations;
- Compiling recruitment statistics and creating reports as required;
- Conducting classification, organizational and compensation studies, including gathering information, surveying other agencies, preparing and revising position descriptions, and recommending the allocation of positions to new or existing classifications, as requested;
- Administering and supporting the agency online applicant tracking system; and
- Auditing invoices as required, and working with vendors to rectify issues.

25%

2. Oversees the day to day activities of the Human Resources Administrative Coordinator with duties including but not limited to:

- Training staff assigned to assist with recruitment and selection related administrative functions; and
- Following up on work related tasks given to the Human Resources Administrative Coordinator as needed and/or as assigned by the HR Director and/or HR Recruiting Manager.

10%

3. Develops and conducts internal staff training in area(s) of responsibility with duties including but not limited to:

- Developing and conducting trainings for internal staff related to area of assignment;
- Developing training materials and peripheral activities;
- Soliciting input from the Training and Development team, management and staff regarding training needs; and
- Gathering and processing training feedback from participants.

5% Performs other duties as assigned.

EDUCATION REQUIREMENTS:

- Bachelor's degree in Human Resources, Industrial/Organizational Psychology or Business Administration; Minimum of four (4) years of experience in Human Resources with a minimum of two (2) years of demonstrated recruitment experience, preferably in the healthcare field or an equivalent combination of education and experience which would provide the required knowledge, skills and abilities may be qualifying.

JOB SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of modern principles and practices of Human Resources management and administration, including recruitment and selection, equal employment opportunity and classification/compensation;
- Working knowledge of applicable federal, state, and local laws related to recruitment and selection;
- Knowledge of and ability to operate personal computer (Microsoft Office), including Outlook, Word, Excel and PowerPoint is required;
- Knowledge of and ability to use general office equipment;
- Knowledge of HRIS systems;
- Ability to interpret, explain and apply applicable laws, codes and regulations;
- Ability to make public presentations and to represent the Alliance in a friendly, professional manner;
- Ability to negotiate salaries with candidates;
- Ability to source and recruit candidates;
- Ability to demonstrate strong customer service and recruitment skills;
- Ability to analyze data and prepare reports;
- Ability to problem solve and reach logical, sound decisions and conclusions;
- Ability to demonstrate strong attention to detail and analytical ability; and
- Ability to demonstrate excellent organizational skills and the ability to work independently.

ALLIANCE SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing;
- Ability to establish trust and maintain effective and cooperative working relationships with Alliance staff and others contacted in the course of work;
- Ability to assume responsibility and exercise good judgment in making decisions within the scope of the authority of the position;
- Ability to think and work effectively under pressure and accurately complete tasks within established times;
- Ability to prioritize multiple tasks and deadlines;
- Ability to maintain confidentiality; and
- Valid California Driver License and transportation and automobile liability insurance in limits acceptable to the Alliance.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Ability to sit in front of, and operate a computer for extended periods of time;
- Ability to verbally communicate effectively over the telephone, and in person;
- Ability to lift, carry and move objects of varying size weighing up to 20 pounds; and
- Ability to travel to different physical locations in the course of work.

All Alliance employees are expected to:

- Comply with all Alliance safety requirements;
- Adhere to all Alliance policies and procedures.

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Alliance reserves the right to revise this job description at any time.