



LOS ALAMOS

# Los Alamos County

## Job Description and Classification

<b>JOB TITLE:</b>	<b>Recruitment Manager</b>
<b>JOB CODE:</b>	<b>146</b>
<b>CLASSIFICATION:</b>	<b>Exempt</b>
<b>DEPARTMENT/DIVISION:</b>	<b>County Manager's Office/Human Resources</b>
<b>SUPERVISOR:</b>	<b>Human Resources Manager or designee</b>

### **Position Summary:**

Under general direction of the Human Resources Manager or designee, is responsible for overseeing and managing recruitment services within the County. Assures communication with departments and employees; assures all compliance and reporting requirements are met. Directs and manages daily operations, design and implement recruiting procedures, supervise the recruitment team, and ensure compliance with applicable laws. The goal is to attract and hire qualified candidates to meet the County's current and future needs. Maintains confidentiality of all privileged information.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.*

### **Essential Duties and Responsibilities:**

- As a member of the HR management team, contributes to the development and execution of the strategic Human Resources plan, operating goals, and objectives; participates in the planning, development, implementation and maintenance of programs, policies, procedures, budgets, systems, and processes.
- Supervise personnel including work allocation and prioritization, training, performance evaluation and management; motivates employees to achieve high performance, creates and fosters a team-oriented and collaborative work environment.
- Directs and manages the daily operations of recruitment services.
- Design, update and maintain all recruiting procedures.
- Keep track of recruiting metrics (e.g., time-to-hire, cost-per-hire, etc.)
- Implement new sourcing methods.
- Research and choose job advertising options.
- Advise hiring managers on interviewing process and techniques.
- Coordinate with department managers to forecast future hiring needs.
- Stay up to date on labor legislation and inform recruiters and managers about changes in regulations.
- Participate in job fairs and career events.
- Build the company's professional network through relationships with HR professionals, colleges, and other partners.
- Design and implement programs and services that assist individual applicants and strengthen the quality of applicant pools.
- Oversight of contract for outsourcing of pre-employment physicals and background checks and ensures compliance with internal policies.
- Manages technical and complex programs and projects.

- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Recommends new and changes to existing County policies, procedures, legislation, and agreements in collaboration with other departments.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

- Bachelor's degree from an accredited university or equivalent combination of education and related work experience.
- Four years of experience in recruitment or hiring/on-boarding.
- Professional Human Resource Certification (PHR), Senior Professional Human Resource Certification (SPHR), SHRM – Certified Professional (CP), or SHRM – Senior Certified Professional (SCP), International Public Management Association (IPMA-CP) within one year of employment.

**Preferred Qualifications:**

- Bachelor's Degree from an accredited college or university in Public or Business Administration, Human Resources, or related field.
- Supervisory experience.
- Professional Human Resource Certification (PHR), Senior Professional Human Resource Certification (SPHR), SHRM – Certified Professional (CP), or SHRM – Senior Certified Professional (SCP), International Public Management Association (IPMA-CP).
- Public sector Human Resources experience.
- Human Resource Information Systems (HRIS) experience and/or Enterprise Resource Planning Systems (ERP).

**Knowledge, Skills, and Abilities:**

- Knowledge of policies and practices of recruitment and selection, training, equal employment opportunity, affirmative action, and employment law.
- Knowledge and understanding of the principles and processes of computerized business and operating systems.
- Knowledge of project management principles, practices, techniques, and tools.
- Knowledge of computerized human resources and payroll systems.
- Knowledge and understanding of the principles and processes of continuous improvement and management analysis.
- Thorough knowledge of local, State, Federal and Internal Revenue codes, rules, and regulations regarding taxation, and Fair Labor Standards Act.
- Advanced analytical, evaluative, and objective critical thinking skills.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in operating business computers and office machines, including in a Windows environment.
- Skill in organizing resources and establishing priorities.
- Skills in employee development and performance management.
- Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.

- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to establish and maintain effective working relationships with department directors, other employees, public officials, other public agencies, and the public.
- Ability to work both independently and as a member of a professional team.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to develop and present educational programs and/or workshops.
- Ability to research, gather and process data, format and generate reports.
- Ability to edit, organize and present clearly and concisely oral and written reports of findings and recommendations.
- Ability to communicate effectively, both orally and in writing and make observations and recommendations to increase departmental effectiveness; the ability to make effective presentations.
- Ability to handle multiple tasks and meet strict deadlines.
- Ability to prepare, assemble and present technical data.
- Ability to negotiate and manage contractual arrangements.
- Ability to make procedural decisions and evaluative judgments involving sensitive and confidential issues under stressful conditions.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to plan, schedule, direct, supervise and review the performance of subordinates in a manner conducive to promoting high levels of productivity and morale.
- Ability to act in an independent, conscientious manner, using sound judgment and memory; ability to respond quickly and accurately and to keep information confidential.
- Ability to work with minimal supervision and to implement plans and effectively prepare reports; think strategically and make recommendations that will increase County and department effectiveness and ability to analyze complex problems and situations and take effective action.
- Ability to maintain confidentiality.

**Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. This position routinely uses standard office equipment such as computers, phones, and photocopiers. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Satisfactorily complete and maintain compliance with all required training;
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful manner.
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

**Approvals:**

County Manager: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

Human Resources Manager: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

Created: 9/1/2023