

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Employment/Staffing Manager

**Department:** Administration

**Pay Grade:** 514

**FLSA Status:** Exempt

**Job Code:** A515

#### JOB SUMMARY

The purpose of this classification is to develop and implement recruiting strategies and administer the recruiting, hiring, and onboarding processes for the City.

#### ESSENTIAL JOB FUNCTIONS

- Develops and implements recruitment strategies for City positions; tracks and analyzes turnover trends and vacancy statistics; works with departments to gain an understanding of positions and develop a list of ideal qualifications; identifies and targets potential applicant pools; attends job fairs; implements employee referral programs; and promotes City-employment to the job market.
- Manages the hiring process for all positions; advertises vacant positions; receives and screens resumes; coordinates departmental review of qualified applicants; develops and/or administers appropriate testing for applicants; conducts interviews, reference checks, and background checks; drafts and sends offer letters; sends non-select letters to applicants who are not hired; provides new and potential employees with information regarding relocation assistance, benefits, and other employee programs; and ensures the legal and procedural integrity of all hiring practices.
- Tracks Equal Employment Opportunity (EEO) compliance information for all resumes and applicants; responsible for bi-annual reporting.
- Collects and verifies I-9 and related documents; verifies citizenship through E-verify.
- Leads and manages the new employee orientation process.
- Works with department leaders to ensure a positive onboarding experience for all new hires; develops onboarding processes and plans and reviews regularly.
- Develop and update interview guides as needed.

- Manage, lead, coach, and evaluate assigned staff.
- Develops and facilitates training classes for supervisors on hiring policies and practices and interviewing skills.
- Maintains the City's job descriptions and class specifications: reviews specifications as necessary; works with departments to ensure that specifications accurately reflect the actual work performed; makes recommendations for revisions; and develops position minimum requirements for Americans with Disabilities Act (ADA).
- Maintains the City's vacancy list and reviews with department leaders on a regular basis to develop strategies for filling current and known future vacancies.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities, conferences, workshops and training sessions as appropriate.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Communicates with supervisors, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for information or other assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in business management, human resources, or closely related field; three (3) years of experience in recruiting for multiple fields and different types/levels of positions; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- None

#### **Special Requirements:**

- None

**Knowledge, Skills and Abilities:**

- Knowledge of State and Federal employment, labor, and immigration laws and government compliance with the Americans with Disabilities Act (ADA) and Equal Employment Opportunity (EEO).
- Ability to develop and present management-training classes for supervisory personnel.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Ability to communicate effectively verbally and in writing.

**PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*