

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 02/15/23

Title changed from Human Resources Recruitment Specialist: 05/03/23

TALENT ACQUISITION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional human resources position responsible for developing, implementing, and conducting a comprehensive strategic recruitment program to meet current and future workforce needs and to create a fully inclusive workforce. The Talent Acquisition Specialist is also responsible for designing and delivering equity-focused trainings on recruitment and hiring practices that are consistent with city-wide diversity, equity, and inclusion goals. Additionally, the Talent Acquisition Specialist is responsible for all internal and external digital marketing strategies to attract applicants, and serves as the primary social media content creator and maintainer. The work is performed under the general supervision of the Director of Human Resources with considerable leeway allowed for the exercise of independent professional judgment in the performance of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements strategies, programs and practices to successfully recruit skilled staff;
Identifies recruitment barriers and recommends solutions and strategies to attract candidates;
Identifies and recommends improved methods, resources, and strategies to ensure equity in hiring and to achieve diversity and inclusion goals;
Networks and performs community outreach, including representing the City of Ithaca at career fairs, connecting with selected colleges and universities, participating in the Tompkins County Diversity Consortium, and attending community events;
Establishes and maintains open lines of communication with diverse groups in the community for recruitment purposes;
Designs and delivers equity-focused trainings on recruitment and hiring practices that are consistent with city-wide diversity, equity, and inclusion goals; assesses training effectiveness;
Advises managers and supervisors on best practices for creating and maintaining an inclusive and welcoming workplace for all employees;
Advises managers and supervisors on employee development strategies and programs to develop internal candidates for promotion;
Develops and disseminates internal communications on diversity, inclusion and equity events;
Develops, implements and executes internal and external digital marketing strategies to attract applicants;
Serves as the primary social media content creator and maintainer;
Develops and executes inclusive digital strategies;
Works across social media platforms with ability to identify emerging trends and translate to City operational needs;
Prepares and maintains narrative and statistical records on recruitment, hiring and retention;
Serves on search committees as appropriate or assigned;
Conducts exit interviews for exiting employees to continuously improve the City work environment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of employee recruitment strategies and techniques; good knowledge of federal, state, and local equal opportunity employment and anti-discrimination laws, regulations, case law and policies; good knowledge of the laws, rules and regulations governing public sector hiring in New York State; good knowledge of the principles, strategies and practices of workforce diversification, equity and inclusion; good knowledge of the principles, practices and techniques used in the design and delivery of workforce training; good knowledge of social media platforms and their effective use for workforce recruitment; demonstrated skill in developing and implementing outreach and targeted recruitment programs; strong communication skills; strong interpersonal skills; creative problem-solving skills; equity lens; social media savvy; ability to effectively deliver training programs; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to use human resources software, standard office software, and social media platforms; ability to compile, interpret and analyze recruitment, hiring, and retention data; ability to successfully work with and serve a diverse local community; physical condition commensurate with the responsibilities of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's degree in human resources management, public administration, business administration, marketing, communications, or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time paid equivalent, performing recruitment or community outreach; or
- B. Possession of an Associate's degree in human resources management, public administration, business administration, marketing, communications, or a closely related field with similar course curriculum and four (4) years of full-time paid experience, or its part-time paid equivalent, performing recruitment or community outreach; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid equivalent, performing recruitment or community outreach; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.