



CITY OF BOISE
invites applications for the position of:
**Employment Services
Coordinator**

SALARY: \$67,000.00 - \$70,000.00 Annually

OPENING DATE: 09/19/21

CLOSING DATE: 10/11/21 05:00 PM

SUMMARY STATEMENT:

Nestled inside a human with a heart for service, you have legendary communication and analytical skills to apply in recruiting, classification, and compensation. This role is perfect because it allows you to stretch your abilities by developing great business partner relationships, supporting city departments in all facets of workforce planning, and advancing our recruitment outreach to a diverse pool of talent.

Our Human Resources team is currently searching for an **Employment Services Coordinator** who will provide high-quality, professional services to customers in various areas, including the city's classification, recruiting, compensation, and onboarding programs. Administers programs and advises managers, supervisors, and employees regarding human resource practices, policies, and procedures. Works with considerable initiative, independent judgment, and meticulous follow-through under general guidance.

The right candidate will share our vision of creating a city for everyone, demonstrate drive toward fulfilling our mission in the community and embody the values that are so important to our organization. While we take our mission to heart, we don't take ourselves too seriously; we are creative and have fun at work every day. If this sounds like you, then join us!

This position comes with all the top-notch benefits we offer, including zero-premium health insurance, retirement, paid leave, tuition reimbursement, and much more.

Please submit a resume and cover letter with your completed application.

ESSENTIAL FUNCTIONS:

Develops, implements and monitors a streamlined and friendly recruitment process while ensuring compliance with federal, state, and local laws and regulations. Interprets and explains governing regulations, processes and procedures to managers, supervisors, internal and external applicants. Oversees and manages the City's applicant tracking system; as well as provide training and guidance as a system subject matter expert. Contributes to the development of marketing and recruitment materials to attract highly qualified applicants in support of the City's initiatives and organizational culture. Participates in career fairs and researches and advises on the most effective and innovative recruitment techniques for reaching a diverse pool of qualified applicants. Identifies effective advertising platforms and manages job postings on various employment websites, social media, and/or publications including professional organizations for specialized, niche job markets. Develops recruitment contacts and networks to enhance the City's ability to attract highly skilled prospective employees. Develops effective interview questions to target talented employees. Works with department representatives to identify and follow appropriate hiring regulations based upon the type of position, and supports the online application system, selection, and pre-employment processes. Assists customers in completing applications,

paperwork, background checks, and pre-employment processes. Performs executive-level recruitments and facilitates interviewing and hiring processes for Mayor and City Council. Utilizes a variety of applicant tracking systems and tools. Tracks, reviews results and notifies Human Resource Director of incidents discovered during that could preclude employment. Advises hiring manager of candidate's successful completion of the background check. Develops and approves offer letters. Creates appropriate forms and checklists for the hiring process. Verifies completeness and accuracy of recruitment files. Manages the City career opportunities website and collaborates with IT to ensure the site is ADA compliant. (40%)

Participates in workforce planning and recommends solutions to strategic and organizational issues. Provides guidance to managers, supervisors, and employees regarding human resources programs, succession planning, employment strategies and facilitates interpretation and application of policies and regulations. Reviews and approves offer letters as well as assisting departments with appropriate compensation packages. Contributes to leadership decisions through research and information assembled from different sources to identify department and organizational staffing needs and prepares ad hoc reports as requested. Leads community outreach in employment areas such as internships, volunteers, and veterans' programs. Administers and leads special projects and supports administrative functions of the department. Administers and monitors various city-wide programs ensuring compliance with established regulations, policies, and procedures. Develops and oversees purchasing contracts for various services. Reviews processes and procedures to identify potential improvements in overall efficiency and compliance with department standard operating procedures and regulations. Develops and conducts training in employment services programs, city processes, and regulations to hiring managers throughout the City of Boise. (35%)

Performs position classification and analysis to develop accurate job descriptions. Ensures information within essential functions and minimum and preferred qualification requirements of the job description is fully defined in a clear, comprehensive manner and addresses the city's business needs. Analyzes position responsibilities to identify classification, proper position evaluation, and compliance with the Fair Labor Standards Act. Maintains and oversees the City's job description maintenance cycles and coordinates with the market alignment process. Participates in compensation evaluation and placement of completed descriptions. Participates in compensation surveys. (25%)

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time. Total Percentage = 100%

REQUIREMENTS:

Required Knowledge, Experience, And Training

- Bachelor's degree in human resources, business, public administration, or related field;
- Four years of professional human resources experience in two or more of the following areas: recruiting, job classification, general business partner, workforce planning, employee engagement, or program coordination;
- Or an equivalent combination of education and/or experience.

Level of Knowledge:

- Functional knowledge of federal, state, and local employment laws and regulations;
- Functional knowledge of employee recruitment and selection principles and practices; techniques and procedures of classification and compensation; program development and implementation; data collection, analysis, reporting, and research techniques;
- Functional knowledge of principles and practices of proper and effective business communication, including accurate spelling, grammar, and punctuation;
- Functional knowledge of software applications used in spreadsheets, data analysis, word processing, report presentation, internet applications, and publishing.

Abilities:

- Ability to apply techniques of human resources management and administration; interpret, explain and ensure processes are conducted within governing regulations and procedures;

prepare clear, concise, and accurate correspondence, documents, reports, presentations and other communication materials; speak to members of the public and other businesses, both privately and publicly; make arrangements from brief instructions; coordinate multiple projects through strong organizational skills with emphasis placed on detail and accuracy of information; collect, organize and compile data for a variety of reports; utilize interpersonal skills to create a positive atmosphere; maintain strict confidentiality of work; exercise tact and diplomacy dealing with sensitive and confidential information; communicate effectively in the English language at a level necessary for efficient job performance; negotiate with others to reach consensus or compliance as needed; display an attitude of cooperation and work harmoniously with all levels of city employees and the public; complete assignments in a timely fashion; understand and comply with all rules, policies and regulations; maintain prompt and regular attendance; perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without a reasonable accommodation.

Preferred Knowledge, Experience, And Training

- Professional certification or senior professional certification
- Seven years of experience providing experienced human resources generalist and employment services.

Licensing And Other Requirements

- Valid state-issued driver's license
- Criminal Justice Information System (CJIS) clearance

Special Requirements

All applicants must be able to pass successfully:

- City of Boise background check processes which include reference checks and criminal history checks
- Driving Record Check
- Criminal Justice Information System background check (CJIS)

WORKING CONDITIONS:

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Efforts

While performing the duties of this job the employee is frequently lifting/carrying up to 10 lbs. Also, the employee is occasionally pushing/pulling up to 10 lbs. Work includes the sensory ability to talk and hear. Work in this position also includes close vision, distance vision, peripheral vision, and depth perception. Employees will sit, reach, and grasp. Position requires hand/finger dexterity.

Working Environment

The work environment will include inside conditions.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofboise.org>

Job Posting #05529
EMPLOYMENT SERVICES COORDINATOR
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Employment Services Coordinator Supplemental Questionnaire

- * 1. Please select which answer best describes your highest level of education in human resources, business, public administration, or related field.
- Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or higher
 - No related education
- * 2. Please select which answer best describes your level of Human Resource experience in two or more of the following areas: recruiting, job classification, general business partner, workforce planning, employee engagement, or program coordination.
- Less than 2 years
 - 2 years - less than 4 years
 - 4 years - less than 7 years
 - 7 years or more
 - No related experience
3. Please select which answer best describes your level of experience using office software including word processing, database, spreadsheet and publishing programs.
- Basic
 - Intermediate
 - Advanced
 - No related experience
- * 4. This position requires passing a Criminal Justice Information System (CJIS) background check. Have you been ever been convicted of a felony?
- Yes
 - No
5. Please list any traffic violation convictions you have received in the last 10 years.
- * 6. Please describe your human resources management and administration experience with employee recruitment, program development, classification and compensation, and workforce planning.
7. Describe what specialized skills you have that you believe would benefit the team?

* Required Question