

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION - EMPLOYMENT SERVICES - LOCATION - 120 KING ST. W., 9th FLOOR)

RECRUITMENT COORDINATOR

SUMMARY OF DUTIES

Reporting to the Manager, Employment Services provides client support to the Employment Services section in the areas of attraction, recruitment, selection, assessments and documentation of such. Provides customer service in support of the unit to both internal and external clients and required to provide limited coverage related to the Human Resources reception

GENERAL DUTIES

Provide advice and guidance related to the available options for filling vacant positions, work in collaboration with WFPS to identify best practice and propose recruitment strategy best suited for optimal service delivery and candidate selection to the manager.

Enforce compliance with Collective Agreements by advising managers on issues related to compliance with the Employment Standards Act, Human Rights Act and Collective Agreements re: Seniority, Posting Process, Vacancy duration, Promotional Rules.

Responsible for the accuracy of the position postings, offer letters, and other correspondence prior to submission. Verifies and processes requisitions on-line; creates job postings on-line through PeopleSoft E-Recruit.

Investigate and identify and execute proper records management protocol relating to online recruitment posting library creation and ongoing maintenance which will impacts current and future job postings

Creates and closes job posting files for internal and external job postings, maintains and completes accurate job competition files.

Prepares the pre-screening questions using e-recruit, may conduct preliminary screening on designated competition files and/or for Mass Recruitments.

Ensures proper documentation processed for hires, re-hires and transfers by verifying Employee Change Notification forms submitted by City departments.

Coordinates details of advertising requirements with external advertising agencies and professional organizations.

Responsible for generating a variety of reports through queries in PeopleSoft for competition files related to proper administration of collective agreement promotion clauses.

Collects and maintains daily statistical information/measures in Excel and coordinates year end statistical calculations and reporting.

Responds to applicants' and City departments' enquiries regarding job posting and applicant status.

Prepares routine correspondence to applicants including, but not limited to, letters of regret/cancel/testing etc. as well as preparation of offer letters for review and signature of Staffing and Workforce Planning Specialists.

Assists in the coordination of testing of major recruitments including Seasonal positions, H.S.R, Fire, EMS and/or takes the lead in administering the assessments.

Co-ordinate, implement and facilitate departmental initiatives such as Take Our Kids to Work Day, Summer Student Recruitment Program, High School Co-op Program, Job Fair, Outreach Information Sessions, Mass Recruitment, MMI/Circuit Interviews.

Researches and composes information relating to Employment Services Processes and Procedures, information packages, for internal employees/candidates as well as external candidates. Maintain and update information as required in keeping with standards – AODA and COH Web Authoring Guidelines

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Solid understanding of Human Resources legislation, along with a working knowledge of Human Resources corporate policies and procedures and understanding of collective agreements gained through a combination of directly related education and/or equivalent combination of work experience and education. Completion of a Human Resources Management program is preferred.
2. Previous experience and/or solid understanding of the full attraction, recruitment and selection cycle is preferred. Previous experience using on-line applicant tracking recruitment tools to post, screen and source potential job candidates. Working knowledge of accommodation related to AODA.
3. Must have excellent attention to detail with an aptitude for figures and ability to create and establish tracking and monitoring systems.
4. Demonstrated ability to manage a high volume of task and duties in an efficient manner in a deadline oriented environment. Personal self management skills to maintain professionalism in a fast paced and constantly changing environment.
5. Strong interpersonal and communication skills to relate readily to internal City departments, employees, the general public and external agencies. Ability to advise managers on provisions of the collective agreements related to compliance issues. Must have a pleasant manner, exhibit tact and diplomacy.
6. Strong computer skills (Word, Excel, Outlook and database); PowerPoint presentation graphics an asset. Proficient in use of PeopleSoft, eRecruit or other similar HRIS management system, including use of ad hoc reporting tools preferred.
7. Good judgement and ability to recognize and maintain confidentiality.
8. Well developed research, reasoning, analytical and problem solving skills.
9. Ability to self manage and work independently, set priorities and meet deadlines and possess the initiative and have the ability to carry out instruction without detailed direction.
10. Ability to work collaboratively in a constantly changing environment with competing priorities. A progressive approach which is focused on leveraging technology to promote process efficiencies and information in a timely, consistent and transparent manner is required.