



CLASS SPECIFICATION

Class Title:	HR Recruiter	Class Code:	3303
Department:	Human Resource	Grade:	20
FLSA:	Exempt	Eff. Date:	01/01/2027

GENERAL PURPOSE

Under general guidance and direction of the HR Deputy Director, performs professional level duties to attract, screen, and recruit qualified employees.

EXAMPLE OF DUTIES

Works with department hiring managers to create successful recruitment plans to accomplish department staffing goals.

Creates and posts job announcements on HR recruitment portal, social media resources, and recruitment websites.

Develops applicant screening questions. May conduct pre-screening interviews and assist with scheduling interviews with hiring managers.

Reviews job applications and applicants' qualifications against minimum requirements and preferences and advises hiring managers on legally required preferential considerations and employment law compliance.

Manages and tracks progress of recruitment requisitions on applicant tracking system. Maintains recruitment job library.

Consults with department directors and hiring managers to provide specific recruitment plans for hiring. Follows-up to ensure effectiveness of recruiting process and progress.

Responds to applicants' inquiries about pre-employment information including recruitment process, job requirements, location, salary ranges, benefits, allowances, and employment policies.

Maintains and updates onboarding software, develops onboarding processes and trains HR staff. Assists new employees with onboarding inquiries. Assists in facilitating and presenting new employee orientation.

Tracks and reports regularly on recruitment analytics.

Stays informed on current and innovative recruitment best practices and strategies. Participates in strategic recruitment events.

Provides education and training for hiring managers on recruitment policy and system processes including onboarding.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from an accredited college or university with a bachelor's degree in Human Resource Management, Business Administration or closely-related field plus 2 years of full-time professional experience in recruiting. An acceptable combination of education and experience may be considered.

Preference for HR certification and experience in public sector.

2. **Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of: Recruitment and staffing trends, technologies, and practices; equal opportunity employment laws.

Skill in: operating a computer and standard office equipment; internet search engines; Google Workspace applications.

Ability to: think critically and analytically; organize workload effectively; maintain confidentiality; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the public.

WORKING CONDITIONS

Generally comfortable working conditions: intermittent sitting, standing, walking, talking on the phone and face-to-face. May require travel between office and department or meeting location. Possible exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***