



**Human Resources
POSITION DESCRIPTION (HR 120)**

CLASSIFICATION: Administrator II
WORKING TITLE: Talent Acquisition and Recruitment Director

DEPARTMENT: Human Resources
FLSA: Exempt
INCUMBENT:

PURPOSE:

The Human Resources (HR) department is part of the Administration and Finance Division. HR is responsible for administering a variety of employee related programs. Under the general supervision of the Associate Vice President for Human Resources, the Talent Acquisition and Recruitment Director is responsible for driving proactive recruitment strategies utilizing innovative and creative sourcing methods including internet-based and social media recruitment, diversity and outreach to appropriate organizations to expand resources for recruitment, and build comprehensive full lifecycle recruitments to find and recruit the best talents for our organization. This position will develop and maintain excellent relations with hiring managers, candidates and the campus community to advance the Cal Poly brand and partner with campus leadership to identify recruitment goals and advance talent acquisition strategies, tools and processes to meet the university’s growing needs. This position is also responsible for the direct management of a recruitment team.

DUTIES AND RESPONSIBILITIES:

As a member of the HR management team, this position assists with the development of department goals, objectives, policies, and procedures and actively participates in the design, development, and implementation of campus HR programs, policies, and procedures. The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

ESSENTIAL JOB FUNCTIONS Daily 90%

Recruitment:

- Develop and lead an organization-wide strategy for recruiting a high quality and diverse workforce (staff and management).
- Act as a passionate ambassador of Cal Poly, creating strategies to enhance Cal Poly’s reputation as the employer of choice and delivering an outstanding experience for internal and external candidates.
- Provide a high level of customer service in consulting with and guiding hiring managers in comprehensive recruitment and staffing strategies.
- Determine appropriate recruiting sources such as job fairs, face-to-face networking, recruiting marketing campaigns, employee referral programs, social media and targeted websites. Proactively research, evaluate, and implement new sourcing strategies, and develop methods for creating innovative sourcing solutions that reduce time to fill while maintaining quality of hire and increasing diversity within candidate pools.
- Work with University Advancement to coordinate and collaborate on messages, branding and communication strategies with the focus on recruitment online/electronic communication.
- Manage recruitment performance against established key metrics. Maintain all supporting records and data, including applicant statistics for reporting.
- Assess recruiting process, identify improvement opportunities and participate in or lead enterprise improvement initiatives. Implement effective processes for staff and management screening and selection.
- Ensure compliance with applicable employment laws, collective bargaining provisions, and CSU/campus policies, procedures, and practices.
- Understand and support the university’s diversity and equal opportunity goals and objectives.
- Share knowledge about TA trends and best practices across the organization and continuously develop and enhance personal and team capabilities.
- Provide hiring managers with updates and summaries of recruiting progress and acquisition activity.
- Participate in onboarding tasks as needed (offer letters, final paperwork, I9 process, etc.).
- Interpret and explain campus salary setting policies.
- Conduct salary surveys; utilize salary survey software to generate reports; analyze salary/market data and formulate recommendations.

Onboarding:

- Design an onboarding process that coordinates delivery components (e.g., web and people) to ensure a fast, and useful onboarding process.
- Assist departments and units in developing onboarding processes; develop examples of best practices that can be shared campus-wide.
- Assist employees in developing quality working relationships with colleagues, managers, students, and faculty.
- Provide employees access to information and resources necessary to ease their transition into departments.

OTHER JOB FUNCTIONS

As Needed

10%

- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Bachelors' degree; five years of progressively responsible professional recruiting experience, which includes a minimum of two years of human resources management experience.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS: Bachelors' degree; Masters, preferred

REQUIRED QUALIFICATIONS (SKAs):

- Evidence of strong principles and practices of recruitment including knowledge of local, state, and federal laws and regulations; and operational and strategic issues related to talent acquisition.
- Demonstrated knowledge in full lifecycle recruiting components including, but not limited to, sourcing, qualifying, networking, and relationship management.
- Working knowledge of branding, marketing and research techniques and methods. Ability to apply market research to identify communication needs and target industry audiences.
- Knowledge of current job markets and social recruiting technology trends/practices to promote and advance the university.
- Demonstrated expertise leveraging social media sites (e.g. LinkedIn), and other web communication techniques and recruiting tools to attract candidates for recruiting purposes. Ability to use multiple platforms including desktop, Web and mobile apps.
- Knowledge and past use of a web-based applicant tracking system and HRIS system to track applicants through the selection phase to on-boarding.
- Strong writing and editing skills to quickly produce clear and concise standard documents for internal and external publication. Ability to present new recruiting concepts and information to leadership in a clear and understandable manner.
- Demonstrated consulting skills, including proven ability to build strong working relationships across functions, and demonstrating effective communication (verbal and written), influencing and negotiating skills.
- Must be a creative, thoughtful problem solver, self-starter and driven to deliver results.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University, with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills, with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, design/publishing, on-line systems, and Internet, as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

PREFERRED QUALIFICATIONS:

- Demonstrated skills in a highly complex environment utilizing a service-centered, solution-oriented approach to talent acquisition and recruitment.
- Knowledge of and ability to apply current and emerging ADA-compliant communication practices, principles and policies.
- Knowledge of Photoshop or Illustrator and a thorough understanding of graphic design principles, including screen layout, color theory and typography.
- Demonstrated ability in developing strategies for and management of social media platforms, such as LinkedIn, Facebook, Twitter, Pinterest, YouTube and Instagram.
- Comprehensive working knowledge of PeopleSoft HRMS functionality (i.e. Candidate Gateway/eRecruit) and integration with other information systems.

SPECIAL CONDITIONS:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).