



DIRECTOR OF RECRUITMENT

Department:	Human Resources and Payroll	Job Code:	9633
Grade:	23	Shakman Status:	Exempt
Hiring Process:	Shakman Exempt	FLSA Status:	Exempt

Job Summary

Reporting directly to the Deputy Assessor of Human Resources, the Director of Recruitment supervises, directs, plans and is responsible for the overall management of recruitment and retention strategies. The Director will lead the development and implementation of office-wide recruitment activities including internships and work study programs on behalf of the Cook County Assessor's Office (CCAO). The Director's duties include formulating policies and engineering improvements for procedures and processes of hiring and recruitment activities. In addition, the Director of Recruitment consults with and advises the Deputy Assessor of Human Resources regarding the development, promulgation and implementation of workforce strategy to understand current and future workforce needs. The Director of Recruitment monitors the work of vendors and consultants retained to assist with recruiting efforts to ensure policy, process, and procedural alignment with the Employment Plan and Handbook. The Director of Recruitment also works with the Director of Budget and Finance to ensure all personnel requests across the enterprise are reviewed and evaluated during the annual county budgeting process. The Director of Recruitment assists the Deputy Assessor of Human Resources with hiring functions as needed, and ensures the confidentiality of workforce strategies and implementation and employment activities.

Essential Job Duties

- Assists the Deputy Assessor of Human Resources to develop, promulgate and implement the workforce strategy process and implementation.
- Develops, manages and promotes initiatives to support talent attraction, recruitment, and retention.
- Leads the evaluation of recruiting functions including strategies and procedures to improve these functions.
- Builds strong relationships with colleges, universities, other institutions of higher learning, and professional organizations to promote CCAO.
- Develops needs assessment with each CCAO department to better understand the operational, business and workforce needs.
- Manages job descriptions including periodic review and update as necessary to ensure congruence among and within titles and salary grade.
- Evaluates the effectiveness of workforce strategy and internship pipeline programs.
- Monitors and oversees policies and procedures for conformance with the collective bargaining agreements and other human resources related laws and regulations.
- Assists the Deputy Assessor of Human Resources in formulating recruitment goals and objectives, developing timetables, and responding to special needs and concerns as well as managing special projects.
- Develops strategy and project plans for successfully completing workforce strategy and

development.

- Works with the Director of Compliance to ensure that all recruitment matters are handled and documented in compliance with CCAO's Employment Plan, Employee Handbook.
- Works with the Director of Learning and Development to ensure that all workforce strategies are properly planned, thoroughly communicated, and implemented as discussed.
- Ensures personnel issues are appropriately addressed and reflect consistent application of CCAO's policies and are compliant with federal, state, and local regulations.
- Ensures the appropriate maintenance of all records and files related to the operation of CCAO's recruitment and internship programs.
- Ensures that activities and results are consistent with the CCAO's mission, goals, and objectives.
- Administers CCAO policy and procedures, ensures that human resources staff is adequately trained to perform essential job duties, and works with the Director of Learning and Development to provide training to reporting staff.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree.
- Five (5) years of full-time experience working in human resources administration, personnel management, recruitment, and/or employee relations.
- One (1) year of full-time work experience managing or supervising employees

OR

- Master's degree in Business Administration, Human Resources, or a Juris Doctorate degree.
- Three (3) years of full-time work experience in human resources administration, personnel management, recruitment and/or employee relations.
- One (1) year of full-time work experience managing or supervising employees.

Preferred Qualifications

- Previous experience developing full cycle workforce strategies which includes internship programs, recruitment and retention.

Knowledge, Skills, and Abilities

- Knowledge of federal, state, county and local employment and labor laws, rules and regulations.
- Knowledge of CCAO procedures related to CCAO operations, function, activities, or the ability to gain such knowledge, or ability to gain such knowledge quickly.
- Working knowledge of CCAO Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s), or ability to gain such knowledge quickly.
- Excellent interpersonal skills in dealing with other governmental agencies, co-workers, staff, and the public.
- Strong research and writing skills, including the composition of letters, memoranda and reports.
- Strong negotiation and critical thinking skills.
- Proficient at Microsoft Office suite (Word, PowerPoint, Teams and Excel).

- Experience in a unionized environment.
- Ability to consistently interpret and apply CCAO policies, procedures, practices and guidelines.
- Ability to lead and cooperate on specific projects related to the human resources functions of the Office.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing.
- Ability to address complex issues regarding the labor and human resources functions of the CCAO.
- Ability to work with others; excellent interpersonal skills in dealing with the public and co-workers.
- Ability to establish and meet CCAO and departmental deadlines, production goals, and effectively utilize time with limited oversight.
- Ability to interact with the general public, providing guidance and information on the CCAO policies and procedures.
- Must be computer literate, with skill and efficiency in entering and retrieving data, and possess the ability to utilize CCAO systems and databases.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and buildings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.

COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Last modified: December 27, 2022