(PD-447) Technical Recruiter

POSITION INFORMATION

*Internal Team:* SL-Human Resources-128700
*Job Code/Employee Classification:* Admin Analyst/Specialist 12 Mo

MPP Job Code:
Position Number: Admin Analyst/Specialist 12 Mo
Position no: SL-00008966

*CSU Working Title:* Technical Recruiter
Reports To: Talent Acq and Rec Director
*Campus:* San Luis Obispo
*Division:* Administration and Finance
*College/Program:* Human Resources
*Department:* Human Resources - 128700
*FLSA Status:* Exempt

SENSITIVE POSITION

Sensitive Position: Yes

*Job Summary/Basic Function:* The Technical Recruiter plays a key role in the identification, attraction, and selection of top IT talent for Cal Poly, San Luis Obispo. Reporting to the Director of Talent Acquisition and embedded in ITS, the Technical Recruiter has functional knowledge of IT and IT-related roles and acts as a consultant and advisor to the hiring manager and the search committee to ensure the attraction and selection of a broad and diverse pool of qualified candidates for staff and management IT positions.

To achieve the goal of diverse and top quality hires, the Technical Recruiter engages in planning, attraction, selection, and hiring, including sourcing for and engaging with prospective candidates, designing and implementing marketing campaigns, assessing candidates, analyzing compensation, advising on offers, and inputting data into complex systems. This role partners with ITS leadership, the Sr. Personnel Manager for ITS, other department and division HR professionals, the TA team, and external resources to assess strategic priorities and implement campus-wide solutions to ensure top IT talent is selected by Cal Poly.

*Minimum Qualifications:* Equivalent to graduation from a four-year college or university. Four years of full-cycle recruiting experience. A graduate degree in a related field may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.
**Required Qualifications:**

- Has demonstrated experience building comprehensive recruitment and sourcing plans inclusive of labor and competitive market reviews.

- Has demonstrated experience reviewing resumes against job requirements, interviewing candidates against qualifications, and advising hiring managers or interview panels/committees on selection decisions.

- Has experience consulting with hiring managers and interview panels or committees on complex hiring initiatives, compensation/offers, market trends, sourcing challenges, interviewing methods, and recruiting process expectations and accountabilities to achieve successful hiring outcomes.

- Has recent experience using applicant tracking systems and sourcing/networking tools to achieve successful hires.

- Has recent working knowledge of common recruiting processes, policies, and applicable laws.

- Has thorough working knowledge of current best practices and trends within recruiting and ability to apply knowledge to advance defined goals and outcomes.

- Has the ability to research the labor and competitive markets, analyze trends, and formulate strategic advice for leaders.

- Possesses excellent sourcing skills and can demonstrate knowledge of current sourcing practices and approaches.

- Has excellent oral communication skills and can quickly build rapport and assess talent on the phone; writes clearly and compellingly, and is able adjust tone, content, and form as appropriate.

- Is highly skilled at meeting the expectations of internal and external stakeholders by building and maintaining strong relationships, and by earning trust and respect.

- Is able to relate well to all individuals inside and outside the campus by building rapport, maintaining constructive and effective relationships, using diplomacy and tact, and diffusing high-tension situations comfortably; is comfortable working with and advocating for a diverse employee and candidate population.

- Is able to negotiate effectively and can settle differences amicably, even in tough situations or over tough topics; can win concessions without damaging relationships.

- Is skilled at maneuvering through complex political situations effectively and quietly by being sensitive to how the campus functions and by adjusting approach when appropriate.

- Is skilled at producing work product on time and with a high level of accuracy and attention to detail.

- Demonstrates ability to use a combination of feedback and reflection to gain insight into strengths and weaknesses for development purposes.

- Demonstrates advanced skill and knowledge of using common, specialized, and legacy computer applications, including email, spreadsheets, applicant tracking systems, and proprietary databases.

- Demonstrates ability to take on new opportunities and challenges with a sense of urgency and enthusiasm.
Preferred Qualifications:

- A bachelor’s or higher degree in a related field
- Knowledge of or ability to quickly learn University infrastructure, policies, and procedures
- Experience working in a recruiting capacity for medium to large organization with complex policies, processes, and structure
- Experience in the use recruiting of software solutions, including applicant tracking systems and CRMs
- Experience using social media and other new media for prospect generation

Special Conditions:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work extra hours, 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).

License / Certification:

- **Mandated Reporter:**
  - Limited - The person holding this position is considered a limited 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, revised July 21, 2017.

- **NCAA:**
  - [ ] Yes  [ ] No

- **Conflict of Interest:**
  - None

- **Supervises Employees:**
  - [ ] Yes  [ ] No

Job Duties
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<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<td>90</td>
<td>Leads IT searches through development, coordination, and delivery by understanding the strategic direction and needs of the campus and department, the key challenges and opportunities of the position, the profile of the successful candidate, and the status of the labor and competitive markets.</td>
<td>Essential</td>
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<td>Conducts detailed intake meetings with the hiring manager and HR Business Partners to set recruitment strategies.</td>
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<td>Analyzes internal and external classification and compensation surveys and advises department regarding best practices to ensure salary ranges and offers are appropriate for the position and the campus.</td>
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<td>Is an advocate for diversity and encourages the consideration of a diverse pool of qualified applicants.</td>
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<td>Sources diverse talent using multiple approaches, including networking, social media, events, competitive intelligence/research, and by leveraging programs such as employee referrals, alumni associations, professional outreach, and more</td>
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<td>Reviews resumes against job requirements and preferences, conducts candidate assessments against qualifications, and presents top candidates to search committee.</td>
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<td>Understands the psychology of the offer and manages the offer process; acts as a liaison between the candidate and the hiring manager during negotiations.</td>
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<td>Works closely with IT stakeholders, the Sr. Manager of Personnel for ITS, the Director of Talent Acquisition, and the other members of the TA Team to continuously develop a highly effective talent acquisition function.</td>
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<td>Utilizes a variety of key performance indicators and statistical analyses to advise key stakeholders on cost, quality, time, and satisfaction goals.</td>
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<td>Complies with all employment related laws, regulations, policies, and requirements, and advises key stakeholders accordingly.</td>
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<td>10</td>
<td>Performs other job-related duties and special projects as assigned.</td>
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<td>Maintains currency in the knowledge and skills necessary to facilitate industry-leading recruiting results.</td>
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<td>Conducts recruitment-related training for committee members, hiring managers, and other stakeholders as necessary.</td>
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<td>Ensures comprehensive and accurate internal/external operating guides and procedures are maintained.</td>
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