

PURPOSE OF THE CLASSIFICATION: Under direction of the Personnel Director, manages activities relating to non-sworn employment, including recruitment, evaluation, assessment and certification of internal and external candidates for employment and promotion and preforms other related required duties.

ESSENTIAL TASKS:

- Manages a high-volume employment office responsible for recruitment, analysis and certification of qualified applicants for all City of Tulsa classified positions
- Supervises subordinates engaged in employment activities
- Coordinates the evaluation and assessment of applicants for employment and internal promotion
- Communicates human resource recruitment programs, activities and services to all levels of management and employees
- Establishes and maintains a detailed record keeping system to evaluate recruitment program effectiveness, establish improvement goals and provide progress reports to departments
- Directs and monitors the Temporary Employment, Intern and summer Seasonal staffing, and Applicant Testing Programs
- Directs and monitors applicant referrals and applicant pool activities
- Determines recruitment strategies and manages the advertising and recruitment budget
- Interprets policies and procedures regarding employment
- Coordinates with the Disability Review Coordinator to administer the Alternate Job Placement (AJP) Program
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree; **and**,
- (b) Five (5) years of progressively responsible experience in a role related to performance of the essential tasks listed above; **including**,
- (c) Two (2) years of supervisory experience.

PAY INCREASE OPPORTUNITY

- Employee will be eligible for a 2.5% increase for possession of the Professional in Human Resources (PHR) or Society for Human Resource Management-Certified Professional (SHRM-CP) certification and employment in the position for one year.
- Employees will be eligible for an additional 2.5% increase (or 5% increase if they never received the initial increase for the PHR/SHRM-CP) for obtaining the Senior Professional in Human Resources (SPHR) or Society for Human Resource Management-Senior Certified Professional (SHRM-SCP) and employment in the position for one year.

Knowledge, Abilities and Skills:

Knowledge of:

- Salary administration and generalist human resources principles and practices, and related legislation
- City of Tulsa Charter related to the Merit process
- Modern principles of employee management and supervision
- Advanced principles of pertinent federal, state, and local laws and regulations, and court decisions applicable to area of HR specialization
- Advanced methods of statistical research and presentation
- Considerable knowledge of the methods, practices, and techniques used in recruitment, selection, retention and position classification

Ability to:

- Plan, design, conduct, implement and coordinate a comprehensive recruitment program
- Communicate effectively both verbally and in writing
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization
- Perform complex technical work with considerable independence
- Exercise independent judgment and initiative within established guidelines
- Exercise discretion and confidentiality
- Convey information in a manner that builds trust, and that the audience understands
- Work in a high-volume HR environment
- Approach sensitive and challenging issues in a creative and proactive manner
- Analyze and identify employee, administrative, operational, and organizational issues; evaluate alternatives and reach sound, logical, and fact-based conclusions; develop sound and persuasive recommendations
- Collect, evaluate, and interpret data in statistical and narrative forms
- Use quantitative and qualitative analysis, tools, and reviews

Skill in:

- Planning and conducting personnel assessments related to selection and promotion
- Decision-making with the goal of balancing the needs of the organization and legal requirements with the best interests of the employees and the City
- Collaboration and commitment to building strategic relationships with internal and external stakeholders and customers
- Conducting in-depth interviews objectively and efficiently
- Planning and organizing
- Training and persuading others
- Conflict resolution

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 20 pounds; may be subject to walking, sitting, standing for extended periods, reaching, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the PHR/SHRM-CP or SPHR/SHRM-SCP certification is preferred.



CLASS TITLE | EMPLOYMENT MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Effective Date: 06/26/2024

WORKING ENVIRONMENT: Working environment is primarily indoors, in an office setting and may require travel to other City facilities.

EEO Code: E-01

Group: Clerical and Administrative

Series: Personnel Management