JOB PURPOSE:
This position is the key talent acquisition ambassador for the District responsible for managing the District’s Recruitment and Affirmative Action programs designed to develop and maintain a highly skilled and diverse pipeline of talent and fulfill the District’s staffing needs while adhering to Affirmative Action/Equal Employment Opportunity regulations. As a working manager, communicates with staff at all levels to ensure consistent interpretation and application of policies and procedures, and performs all aspects of the recruiting and affirmative action work, with support from staff, consultants or vendors. Effectively uses the District’s applicant tracking system and social media platforms, to solicit and manage applicants, conduct recruitment processes, and to onboard new employees.

JOB FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function of the job satisfactorily. Essential functions are those activities that, if not performed, would significantly and fundamentally alter the position. Secondary functions are activities not fundamental to the job and may need to be relaxed to accommodate an otherwise qualified applicant with a disability. In the aggregate, secondary functions typically account for less than 15% of the job scope.

# EF/SF % of Time Job Functions
1. **EF 40%** Manage and implement the District’s recruitment programs and activities to attract and select high-quality talent. Supervise the recruiting team, including staff and consultants. Continuously search for new strategies, methods and sources to increase recruitment visibility, efficiency and effectiveness. Develop recruitment plans, which include direct sourcing, networking, and job advertisement to develop active and passive job candidates. Conduct on-line searches for qualified applicants. Develop interview questions and evaluation matrices, select interview panels, and administer applicant testing and applicant exercises, as appropriate. Conduct applicant screening, coordinate, and participate in employment interviews, perform reference and background checks, and prepare offer letters. Maintain communication with internal and external job applicants and potential applicants throughout.

2. **EF 25%** Engage in marketing and outreach efforts to brand the District as employer of choice and develop a pipeline of talent, including the on-boarding process, advertising themes, and other employment-related activities conveying an open and welcoming atmosphere for applicants and new hires. Maintain contact with and visit high schools, trade schools, colleges, universities, job fairs and related functions as part of the recruiting efforts. Organize and conduct annual job fair to meet hiring needs for seasonal, student, apprentice, or other unique classifications.

3. **EF 10%** Lead the District’s diversity program. Support established Affirmative Action/Equal Employment Opportunity Programs to ensure adherence to government regulation. Compile and submit required reports, including the Affirmative Action, EEO-4 and VETS100 reports. Maintain existing and established sources of minority and female candidates for employment.
Monitor employment and personnel decisions for protected class employees to identify and analyze any irregularities.

4. **EF 10%** Develop, recommend and implement policies, programs and training to support compliance with all federal, state, and local regulations regarding employment. Make risk-based decisions when applying enforcement and escalate exceptions for approval. Participate and conduct supervisor training in the area of employment and recruitment and provide on-the-spot support in all areas of human resources. Perform special projects or assignments, as directed.

5. **EF 5%** Oversee applicant recordkeeping and data collection to comply with federal and state requirements, including preparation of job folders to compile documentation from selection and hiring process and maintenance of recordkeeping processes for expressions of interest from all job seekers, including Internet or related electronic technologies. Update applicant status information throughout the hire process.

6. **EF 5%** Maintain knowledge and provide technical expertise and support on current trends and issues, related proposed legislation, and state and federal laws pertaining to employment activities. Recommend changes in programs or processes as appropriate. Participate in the review and revision of human resources policies and procedures.

7. **EF 5%** Work with management and Human Resources team members to support workforce planning efforts, to foster a workplace environment to attract and retain talented employees, as requested.

8. **EF Ongoing** Maintain regular and predictable attendance. Perform related duties and responsibilities as required. Complete all required training. Maintain a working knowledge and comply with District safety procedures and specific safety requirements of this position, and those in accordance with applicable provisions of the Revised Code of Washington (RCW) and Washington Administrative Code (WAC).

9. **EF Ongoing** Provide content to and/or maintain confidential employee records and information. All Human Resource and Safety department employees are required to restrict access to confidential employee records and information from any unauthorized person, except on a need-to-know basis.

10. **EF Ongoing** Maintain regular and predictable attendance: Perform related duties and responsibilities as required. Comply with District policies. Complete all required training. Maintain a working knowledge and comply with District safety procedures and specific safety requirements of this position, and those in accordance with applicable provisions of the Revised Code of Washington (RCW) and Washington Administrative Code (WAC).

**SUPERVISORY RESPONSIBILITIES:**
Directly supervises one (1) non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** The qualifications listed below are representative of those required, but reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Revision date(s): 04-2021
Reviewed without changes date(s):
**Post-Secondary Education:**
Bachelor's degree (B.S., B.A.) in Marketing, Business, Human Resources, Organizational Psychology or related field from four-year college or university preferred; or equivalent combination of education and experience.

**Experience:**
Typically requires a minimum of (7) years' progressively responsible experience in human resources and five (5) years in recruiting. Candidates with experience complying with OFCCP (or similar) requirements and those with experience recruiting a wide variety of professional, managerial, and skilled trade roles are desired.

**Specific KSA's:** A fully skilled incumbent will have the following specific knowledge, skills, and abilities.

**Knowledge**
- Knowledge of all areas of talent acquisition, specifically including direct recruiting, networking, and utilization of web-based applicant tracking and recruitment tools
- Well-developed interpersonal communication skills, both in one-on-one and group settings
- Well-developed knowledge of federal/state employment laws, including Title VII, ADA, ADEA, FLSA, Executive Order 11246, etc., and their application in the administration of effective and legally compliant human resources programs
- Working knowledge of all human resources functional areas. Knowledge of the electric utility industry
- Knowledge of the strategies and culture that drive HR practices

**Skills & Abilities:**
- Ability to communicate information persuasively, thoroughly, and accurately
- Ability to articulate and promote the District's strategic goals and core values to a diverse audience
- Ability to build relationships with schools and professional organizations that expand opportunities to attract and recruit top talent.
- Analytical thinking with ability to examine recruitment and employment data to determine whether programs are efficient and reliably bringing in top talent
- Ability to understand and communicate the District's political environment and sensitivities and ability to function effectively within that environment
- Ability to evaluate candidate credentials
- Ability to assess whether a candidate will function effectively within the District's operating environment
- Well-developed time-management and organizational skills and ability to maintain accurate record systems
- Proficiency with Microsoft Office applications (Word, Excel, Outlook, Teams) and ability to use Internet tools including social media
- Familiarity with applicant tracking systems, such as PeopleSoft e-recruiting is desired
JOB DESCRIPTION

Language Skills:
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Must be proficient in reading, writing and speaking English. Bilingual fluency in English and Spanish is preferred.

Mathematical Skills:
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Complexity:
Manage and consult on highly complex business decisions and drives interaction and collaboration across business units. Adapts departmental plans and priorities to address resource and operational challenges. Provides input to strategic decisions that affect the functional area of responsibility.

Decision Making:
Decisions and problem solving are guided by policies, procedures and business plans. Controls resources and policy formation. Decisions are guided by functional objectives. Provides technical guidance to employees, colleagues and/or customers. Receives guidance from senior manager.

Computers & Equipment: A fully skilled incumbent will have the ability to utilize the following software, hardware, or equipment:

To perform this job successfully, an individual is required to have basic knowledge of Maximo order processing and Microsoft Excel, Outlook and Word; intermediate knowledge of PeopleSoft HRIS. The individual must be able to operate a computer and general office equipment.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle, or feel; and perform repetitive hand or arm motion. The employee is occasionally required to stand, walk, reach with hands and arms, stoop,
kneel, crouch, crawl, or twist torso; pull, push, or exert force, and carry or lift up to 25 pounds unassisted. Also requires close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate. May be required to travel overnight for occasional job fairs, training and conferences.

**OTHER REQUIREMENTS:** An employee may not be hired or transferred to a job, or continue in a job if currently employed, if they do not satisfy the following job requirements. These District requirements cannot be waived by supervisors.

N/A