ASSISTANT RECRUITMENT MANAGER

$56,451.20 - $112,216.00 Annually

HUMAN RESOURCE SERVICES

The mission of **Human Resource Services (HRS)** is to attract, retain, and develop a highly skilled and competent workforce so that County agencies/departments can provide outstanding services to their customers. HRS provides human resource services to County departments, in support of each department's mission and commitment to serving the citizens of Orange County.

THE OPPORTUNITY

HRS is seeking a vibrant, energetic, highly talented Assistant Recruitment Manager with prior experience in public sector recruiting. The Assistant Recruitment Manager will be responsible for the oversight and management of recruitment functions for an assigned team. Responsibilities include supervision of recruitment staff, prioritizing recruitments and developing strategies to meet the department's business needs. In addition, the successful candidate will be involved in a wide variety of activities such as:

- Ensuring recruitment and selection processes are followed per the County's Recruitment Rules and in compliance with merit system principles, Local Agency Personnel Standards (LAPS), and Uniform Guidelines
- Interpreting County Recruitment Rules and Policies, various Memoranda of Understanding, labor codes and departmental policies and procedures
- Providing mentorship, guidance, and career development to staff
- Researching and analyzing information to respond to recruitment challenges, complaints, and/or audits as well as preparing written responses
- Reviewing and approving recruitment activities
- Assisting in the preparation and actively participating in recruiting policies and procedures
- Building viable partnerships both internally and externally to achieve department's objectives

DESIRABLE QUALIFICATIONS & CORE COMPETENCIES

Qualified candidates will possess at least two (2) years of professional human resources (HR) experience, including at least one (1) year of significant public sector full-cycle recruiting experience.

A bachelor's degree or higher in Human Resources, Public Administration, Business Administration, or other related field is desirable. Although not required, HR related certifications are desirable.

DEADLINE TO APPLY FOR FIRST ROUND CONSIDERATION: Sunday, September 30, 2018 at 11:59 p.m.

Questions?

For specific information pertaining to this recruitment, please contact **Jennifer Ramirez** at 714-834-7006 or **Jennifer.Ramirez@ocgov.com**