



**Code: 1357**  
Family: Human Resources  
Service: Administrative  
Group: Statistical, Technical, and Analytical  
Series: Personnel

## **CLASS TITLE: RECRUITING COORDINATOR - DHR**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class title is allocated to the Department of Human Resources (DHR) and is responsible for facilitating the recruitment process for mass hire positions and specialized titles including those titles that do not require interviews but may require assessment/testing and/or willing and table questionnaires, etc.; and performs related duties as required

### **ESSENTIAL DUTIES**

- Coordinates staffing activities for assigned positions in accordance with employment plans, hiring criteria, collective bargaining agreements (CBAs), and budgetary approvals
- Works with hiring departments to ensure a detailed understanding of position requirements
- Posts vacancy announcements using the City's Applicant Tracking System (ATS) and other external sources, as appropriate
- Screens applicant resumes to identify eligible candidates using the ATS
- Creates qualified candidate referral lists and processes post selections for hire using rule-based selection methodologies
- Works closely with Onboarding Specialists to ensure timely hire placements
- Represents DHR at various community events and job fairs and prepares materials and presentations for distribution
- Assists Recruiters in tasks relating to the employment hiring process to ensure full compliance with the requirements of the City's Hiring Plan and federal requirements
- Gathers and reviews, for accuracy and completeness, forms, and other required paperwork for inclusion in employee hiring packages
- Provides information and responds to inquiries from HR personnel in operating departments, City employees, candidates and the general public regarding the City's employment hiring process, guidelines, procedures, and processes
- Investigates and drafts initial responses to applicant appeals regarding the recruitment system, minimum qualification determinations, and the selection process (should this stay in)
- Responds to a variety of employment related inquiries from City departments, applicants and the public
- Participates in other employment related activities and projects, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree plus two years of human resources experience or an equivalent combination of education, training and experience provided the minimum degree requirement is met

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanner)

### **PHYSICAL REQUIREMENTS**

- No specific requirements

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Moderate knowledge of:

- applicable recruitment techniques
- applicant tracking system
- City's collective bargaining units, agreements, and grievance process
- applicable human resources policies, procedures, rules, and regulations
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules and regulations

Other knowledge as required for successful performance in the Onboarding Specialist - DHR class

#### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*INTERPERSONAL SKILLS – Build internal and external work relationships

Other skills as required for successful performance in the Onboarding Specialist – DHR class

#### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Onboarding Specialist - DHR class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
October, 2022