



Job Description

Job Title:	Director Employee Recruitment and Retention	Grade:	N
Department:	Human Resources	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Oversees the recruitment and selection of a competent and motivated staff of CPCC employees. Provides counsel and guidance to supervisors and employees in interpreting CPCC Policies and Procedures as well as Federal and State regulations; related to the recruitment and selection process. Provides supervision for HR Analysts.

Characteristic Duties and Responsibilities:

1. Oversees, analyzes and monitors the effectiveness of recruiting activities. Recommends policy and procedures changes for efficiency and effectiveness.
2. Provides advice and counsel to management regarding recruiting as well as issues related to employee promotions, demotions, transfers, temporary assignments and additional duties to assure adherence to the CPCC Policies and Procedures.
3. Provides advice and counsel to employees and supervisors. This requires the use of diplomacy and tact and in-depth knowledge of CPCC policies as well as applicable state and federal regulations.
4. Develops strategies to recruit a diverse workforce and to meet the staffing needs of the College, even in tight labor markets and years when funds are limited.
5. Provides technical expertise to supervisors to ensure regulatory compliance of applicant tracking system.
6. Analyzes and reports on Recruitment procedures to Director EO as requested; builds custom reports as required.
7. Responsible for personnel actions within Colleague; responsible for ensuring position changes are processed timely. This includes CPPI/CPOD/CSTI/ADAP, etc.
8. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Executive Director, Employee Relations, Retention and Recruitment
Direction Given: Direct, ongoing first-line supervision of assigned professional and support staff in recruitment functions.

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Human Resources, Business, or a related field and a minimum of 5-6 years' experience in recruiting



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Preferred Qualifications:

Professional certifications such as PHR or SPHR

Knowledge, Skills, Abilities and Worker Characteristics:

Strong leadership skills
Knowledge of state and federal laws pertaining to employment and labor
Ability to use diplomacy and tact in confrontational situations
Strong communication and presentation skills
The ability to write reports and proposals
Intermediate to advanced skills in Microsoft Office products
Experience with HRIS systems, databases and querying or report writing

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse