

DIVERSITY RECRUITER

Recruitment #1811-4540-001

List Type	Original
Requesting Department	DEPT OF EMPLOYEE RELATIONS
Open Date	12/6/2018 09:22:00 AM
Filing Deadline	12/27/2018 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Under the direction of the Staffing Services Manager, the Diversity Recruiter facilitates and implements various initiatives relative to recruitment and retention that support diversity within the City Service; these initiatives include those related to internship/apprenticeship program creation, social media marketing, community outreach and networking.

ESSENTIAL FUNCTIONS

Internships/Apprenticeships

- Work closely with departmental representatives and assigned Human Resources Representatives to identify, create and market internship and apprenticeship opportunities; mentor interns/apprentices by identifying promotional opportunities, providing coaching and tracking their progress.

Social Media Platform

- Assess and implement best practices relative to the use of digital marketing in recruitment, including analysis of available platforms and data: create linkages across departments relative to the City's social media platforms and regularly train DER Staffing Division employees on efficiencies in the use of social media for recruitment as well as how to download and assess marketing data.
- Maintain a highly visible, responsive and effective social media recruiting identity that provides accurate, updated information regarding jobs within general City employment.
- Collaborate with City departments and elected officials to create and share content.
- Work closely with the Common Council-City Clerk's Workforce Development staff to market City positions and to ensure a consistent, high-profile presence on Direct Connect MKE.

Community Outreach

- Organize City job fairs, develop presentations and speak to potential applicants relative to job openings, career opportunities and the City's selection process.
- Work with Milwaukee-based community partners, outreach programs, universities, colleges and high schools to develop sources of candidates for City positions.
- Represent the City at career fairs and community events.
- Identify and work to remove barriers in the application and selection processes for non-traditional candidates.

Direct Marketing and Networking

- Identify, target and implement recruitment strategies for difficult to fill positions within the City Service, including those in the STEM (science, technology, engineering and math) and trades fields; research and source related recruitment opportunities and perform direct networking as needed.
- Utilize candidate search engines and online recruitment tools to identify candidates and to retain candidates in the selection processes.
- Work closely with departments engaged in Compete Milwaukee and similar programs to encourage successful participants to compete for City jobs.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

The Diversity Recruiter must be willing and able to do the following:

- Work beyond regular business hours in order to meet departmental needs including evenings and weekends to participate in activities such as college and career fairs and community events.
- Stand for long periods of time, walk to and from venues, bend to lift and move materials weighing 20-30 pounds on a regular basis, including boxes of paper materials, tablets, laptops, marketing screens and tables/tablecloths for recruitment fairs and events.

MINIMUM REQUIREMENTS

1. Bachelor's degree in human resources management, marketing, psychology, communication arts, public relations, public administration or a related field from an accredited college or university.
2. Two years of professional-level experience identifying, evaluating and implementing high-impact recruitment strategies, including the marketing, content development, assessment of and implementation of best practices related to social media in recruitment.
3. Valid Wisconsin driver license at the time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: *College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge and understanding of equal employment opportunity laws, regulations, and policies necessary for posting job opportunities, recruiting, and conducting application and selection processes.

- Ability to expertly use social media to brand and market employment opportunities and associated benefits.
- Ability to create and execute a recruitment marketing campaign and associate links and digital materials.
- Ability to effectively recruit and retain individuals in a selection process.
- Ability to exhibit an exemplary level of cultural competence.
- Knowledge of public relations, marketing, and media strategies applicable to recruitment and selection.
- Ability to effectively use human resources management information systems and Microsoft Office and presentation applications.
- Ability to learn and understand the application of City Service Commission Rules as they apply to all aspects of recruitment, selection, and employment for general service City of Milwaukee positions.
- Ability to analyze and assess information and data and to draw appropriate conclusions.
- Presentation and public relations skills in order to serve as the spokesperson relative to recruitment on behalf of the City.
- Ability to develop and maintain effective working relationships with supervisors, co-workers, public officials, and the general public.
- Ability to function effectively in a team environment.
- Ability to foster teamwork and desire to work cooperatively with others on a team.
- Ability to coordinate, organize, and prioritize multiple assignments simultaneously in order to meet assigned deadlines.
- Ability to speak clearly and effectively with individuals and in group settings.
- Ability to write letters, memos, and reports in a clear, concise manner.
- Ability to produce and/or produce appealing visual aids and advertising.
- Ability to exhibit sound judgment.
- Professionalism, honesty, and integrity.
- Ability to maintain confidentiality.

CURRENT SALARY

The current salary range (Pay Range 2FX) for City of Milwaukee residents is \$48,670-\$67,616 annually, and the non-resident salary range is \$47,476-\$65,957. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan

- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2018>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Thursday, December 27, 2018**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.