

CLASS TITLE: EMPLOYMENT AND TRAINING MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction of the Personnel Director, supervises activities relating to sworn and non-sworn employment, including recruitment, evaluation, assessment and certification of internal and external candidates for employment and promotion, and supervises employee training and development programs and performs other related required duties.

ESSENTIAL TASKS:

- Manages a high volume employment office responsible for recruitment, analysis and certification of qualified applicants for all City of Tulsa classified positions
- Supervises subordinates engaged in employment and training development activities
- Administers the City's onboarding program, including new hire orientation programming
- Coordinates, plans, develops and delivers a wide range of employee training and development programs to meet identified training needs
- Supervises, plans and works with consultant trainers on the City's training curriculum
- Coordinates the evaluation and assessment of applicants for employment and internal promotion
- Communicates human resource development programs, activities and services to all levels of management and employees
- Establishes and maintains a detailed record keeping system to evaluate training program effectiveness, establish improvement goals and provide progress reports to departments.
- Directs and monitors the Temporary Employment, Engineering Intern, Summer Intern, and Applicant Testing Programs
- Directs and monitors applicant referrals and applicant pool activities
- Determines recruitment strategies
- Interprets policies and procedures regarding employment
- Coordinates with the Disability Review Coordinator to administer the Alternate Job Placement (AJP) Program
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business, personnel, public administration, or a social or behavioral science, and five (5) years of progressively responsible experience in general human resources work, including two (2) years of experience in recruitment and selection or experience developing training or career path curriculum; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Previous supervisory experience preferred.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, practices, and techniques used in recruitment, selection, and position classification; considerable knowledge of modern training and employee development programs, resources, principles and techniques; knowledge of salary administration and generalist human resource principles and practices, and related legislation; knowledge of the City of Tulsa Charter related to the Merit process; knowledge of planning methods and needs analysis as it applies to organizations and personnel development. Ability to plan, design, conduct, implement and coordinate a comprehensive training program; ability to communicate effectively both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization. Skill in planning and conducting personnel assessments related to selection and promotion.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 20 pounds; may be subject to walking, sitting, standing for extended periods, reaching, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

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Licenses and Certificates Possession of the PHR/SHRM-CP or SPHR/SHRM-SCP certification is preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors, in an office setting and may require travel to other City facilities.

Class Code: 1120

EEO Code: E-01

Pay Code: EX-44

Group: Clerical and Administrative

Series: Personnel Management

Effective Date: September 5, 2018