

**Department:** County Management

**Program Contact:** Chris Lenn

**Program Offer Type:** Innovative/New Program

**Program Offer Stage:** As Adopted

**Related Programs:**
**Program Characteristics:** One-Time-Only Request

**Executive Summary**

This Program Offer would develop and pilot a Recruiter Training & Capacity Building Program that lives under the Talent Acquisition portfolio in Central Human Resources. This program would provide training and hands-on experience as a Recruiter. As a part of the training, these roles would be deployed to support outstanding recruitment needs in departments to supplement department HR and help them to fill vacancies.

**Program Summary**

This Program Offer enhances the services provided by Talent Acquisition in Central Human Resources. This offer provides one time only funds for 4 LDA HR Analyst 2 positions. The goal of this program is to minimize impacts to County operations due to unfilled positions by developing and deploying a bench of recruitment talent with equity informed training to supplement recruitment efforts in departments. This program will provide training to ensure new and existing recruiters are focused on applying best practices that will support our WESP initiatives, including how to develop diverse applicant pools and how implicit and structural biases show up throughout the recruitment process as well as their mitigation strategies. Participants will be able to gain hands-on experience that operationalizes inclusive recruitment best practices needed to step into a vacant recruiter position in the future or increase a department's recruitment capacity in times of high vacancies.

In addition, to promote job postings, increase applicant pools and engage with passive candidates, this program includes a professional LinkedIn Recruiter License. This would allow the County to highlight and sponsor job postings which would allow County jobs to show up at the top of a search conducted by candidates and allow recruiters to search for and connect with potential candidates based on details listed on their profile.

**Performance Measures**

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Total number of recruitments led managed by Talent Acquisition Analysts/Recruiters	N/A	N/A	N/A	80
Outcome	Percent of recruitments led by the Talent Acquisition Analysts that result in a hire	N/A	N/A	N/A	90%
Output	Total number of training hours offered on equity informed recruitment & selection practices	N/A	N/A	N/A	40

**Performance Measures Descriptions**

Output: These roles will be deployed to departments to supplement their recruitment efforts to fill the backlog of vacant positions. Outcome: A successful recruitment is one that ends in hire (either internal candidate or external candidate). Output: Specific and dedicated training hours for new and existing recruiters on equity informed recruitment and selection practices on topics such as writing job announcements, interview best practices, bias mitigation strategies, outreach, and screening for minimum qualifications.

## Legal / Contractual Obligation

Federal, state, local laws, rules, and regulations covering Civil Service recruitment processing, Veterans Preference, discrimination, American with Disabilities Act and other hiring related issues. Labor agreements necessitate contract compliance regarding transfer rights, rates of pay, hours of work, and other matters pertaining to employment.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$0	\$0	\$605,996	\$0
Materials & Supplies	\$0	\$0	\$16,004	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$622,000</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$622,000</b>	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

This program is supported by General Fund revenues.

## Significant Program Changes

Last Year this program was: