



Local Hiring Law Coordinator **Position Announcement**

Posting Date: 12/7/2021

Classification: Professional Services

Functional Job Title: Local Hiring Law Coordinator

FLSA/Bargaining Unit: Exempt/MAPS- Non- Represented

Grade/Salary Range: 923 (Low \$70K)

Location: 417 E. Fayette Street, Baltimore MD 21202

Status: Full-Time

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

Under the direction of the Local Hiring Law supervisor, the Local Hiring Law Coordinator will monitor and document activities related to the implementation and adherence to the City of Baltimore's Local Hiring Law. They will liaise with employers and contractors, community organizations, and other stakeholders to improve relationships, ensure equitable access to positions created using city funds, and develop job leads.

Essential duties and responsibilities:

Reviews hiring activities of Baltimore City public and private employers when applicable under the local hiring laws.

Examines data related to workforce practices and compares to applicable local hiring laws.

Evaluates Baltimore City private and public employers' compliance to local hiring laws and regulations.

Conducts site visits periodically, including interviews of site personnel, to validate compliance information with the local hiring laws.

Conducts training and presents local hiring laws, regulations, and procedures to Baltimore City employers, including some public speaking by attending pre-bid meetings, pre-construction meetings, and workforce analysis calls.

Researches job postings from relevant contracted employers to prepare for workforce information calls and ensure jobs are being shared with MOED when required by the local hiring law.

Engages with the community to address local employment-related concerns for large local projects.

Answers telephone inquiries in a polite and professional manner. Provide detailed and accurate local hiring information to all phone inquiries and/or refer inquiry to the proper source to assist them.

Communicates and markets employer services provided by MOED to employers within Baltimore city.

Markets and assists with recruitment in alignment with the local hiring laws.

Establishes and maintain working relationships with public and private City employers and city agency points of contact.

Maintains and publishes lists of employers and their partnership with employing Baltimore residents as appropriate and in coordination with MOED leadership.

Periodically conducts interviews and does primary research into other jurisdictions' local hiring and first source laws to identify and implement best practices across jurisdictions.

Provides administrative staff support to the local hiring laws as required, including completing and signing relevant forms and verifying information.

Other related duties as assigned.

Knowledge, Skills and Abilities required:

Knowledge of job development, workforce or economic development, or the recruiting industry

Knowledge of Baltimore City communities, neighborhoods, and government.

Skilled in verbal and written communication, including public presentation.

Skilled in the use of computer software, including: learning new software, Excel (intermediate), and Outlook (intermediate).

Skilled in organization of competing priorities.

Skilled in training or teaching of policies, procedures, or laws and regulations.

Ability to recommend options for addressing problems and challenges within existing processes.

Ability to interpret City of Baltimore local hiring laws and apply law, rules, regulations and procedures to various situations.

Ability to develop and maintain strong interpersonal relationships across diverse public and private organizations.

Minimum Required Education and Experience:

Bachelor's degree in related field from an accredited college or university and two (2) years of experience in program compliance, business analysis, job development, communication, or a related field.

Equivalencies - Equivalent combination of education and experience.

Additional Requirements:

- Access to a computer or laptop with a microphone and camera and high-speed internet capabilities
- Ability to pass a mandatory criminal background check and drug screen
- Ability to work onsite & remotely hours between 8:30am- 4:30pm.
- Access to public or private transportation to sites across Baltimore city.

All interested applicants may apply via this [link](#).

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider