

Position: Talent Acquisition Specialist (Conf)	Position Number:
Department: Human Resources	FSLA: Non-exempt
Reports to: Human Resources Manager	Salary Grade: 124

### **Summary**

Responsible for full cycle recruitment to ensure staffing needs are fulfilled quickly and efficiently with quality hires. Responsible for administrative activities surrounding the recruitment process including but not limited to interview scheduling, applicant tracking and all other additional new hire paperwork. Assists with general Human Resources projects and reporting activities.

### **Essential Duties and Responsibilities**

- Accountable for executing the District's talent acquisition strategy.
- Coordinate end-to-end sources and recruitment process which may including sources, job fairs, phone screens, scheduling interviews and coordinating the offer process.
- Onboard new hires working with hiring managers to ensure team members have all the tools required to start job.
- Assist in developing systems and processes to streamline hiring and on-boarding process, modify and maintain as needed.
- Answers inquiries regarding position openings and hiring procedures.
- Develop, implement and maintain sourcing plans to include social media, relationships with appropriate agencies and educational organizations.
- Conduct interviewing skills workshops for internal applicants and hiring managers.
- Provide reporting analysis as necessary including metrics such as time to fill, open to hire, etc.
- Create and communicate notable news/announcements.
- Prepares recommendations for employment. Determines salary and insurance eligibility.
- Manage recruiting strategies, as well as sourcing strategies for all departments through various organizations.
- Compiles reports for federal, local and private agencies. Compiles statistics and trends. May calculate employee costs for specially funded programs.
- Utilize electronic and traditional recruiting techniques.

- Assures that required credentials, licenses, and tests are obtained and maintained by employees in a timely manner.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Requires knowledge of generally accepted personnel management practices, fair employment practices and laws. Requires a working knowledge of common employee benefit plan provisions. Requires sufficient human relations skill to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and training, and to facilitate discussions in individual and small group settings. Requires in depth knowledge of personnel policies, rules and regulations. Requires demonstrated skills at accessing relational data bases, verifying numerical and demographic information, and entering information onto established data entry screens. Knowledge of social media (Linked In, Facebook, etc.) and other web based recruiting. Operating knowledge and experience with an applicant tracking system and its reporting functions preferred.

- **Abilities**

Requires the ability to carry out all aspects of the position. Requires the ability to interpret the policies, procedures, techniques, and rules governing human resources management at the District. Requires the ability to achieve harmony and cooperation in communications with others; to prepare professional correspondence for routine communications with insiders and outsiders. Ability to maintain confidentiality in all aspects of the job. Strong analytical skills and ability to complete work independently or as part of a team engaged in multiple project assignments; ability to prioritize workload. Must be proficient with Microsoft Word, Excel, Outlook and internet sourcing skills. Excellent written and verbal communication skills. Must be detail oriented. Ability to respond to continually changing priorities and coordinate multiple projects. Strong customer service, interpersonal, communication and problem solving skills. Ability to balance working independently with being a collaborative team member. Ability to build trust-based relationships with hiring managers. Ability to work across all levels of the organization and develop recruiting strategies for positions from front line to executive level.

- **Physical Abilities**

Position involves light work including some walking, standing, stooping, occasional carrying and lifting of lightweight materials (under 20 pounds). Requires visual acuity and depth perception to recognize words and numbers; hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

- **Education and Experience**

A Bachelor's degree in business or human resources administration, or related field and a minimum of two years of experience in a human resources or employment office, preferably in an educational setting. Other combinations of education and experience may substitute.

- **Licenses and Certificates**

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