

Job Title: **Recruiting Technician**
 Job Family: **Human Resources**
 Pay Program: **Classified**
 Prepared/Revision Date: **February 20, 2006**

Job Code: **040603**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 24**
 Typical Work Year: **12 Months**

SUMMARY: Provides technical support and expertise to recruitment systems and procedures. Maintains the Human Resources Web Site and job line. Coordinates and administers all new employee orientations for Administrative, Certified, and Classified new employees. Attends, assists in organizing district job fairs and recruiting materials. Attends recruiting events to recruit potential new employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Job Tasks Descriptions	Frequency	% of Time
1. Coordinates and organizes the new orientations for Administrative, Certified, and Classified employees. Conducts orientation sessions for Administrative, Certified, and Classified employees. Assists new employees with their transition into employment with the district.	Weekly	20%
2. Creates Internal Vacancy Announcements, Web Vacancy Announcements, and updates the Job Line. Receives and tracks new hire paperwork and transfer paperwork. Follows up on paperwork. Maintains current job descriptions on the AD12 website.	Daily	15%
3. Works with Information Technology to update and revise current technology systems such as the website and applicant/job tracking systems and to use new technology to assist in the recruitment of new employees. Troubleshoots online application problems, calls, questions, etc.	Weekly	10%
4. Oversees and facilitates the New Employee Fingerprinting program. Ensures that BASE Program and the BASE Coordinators are aware of changes in legislation around fingerprinting and Child Care Registry.	Daily	10%
5. Answers phone calls and walk-ins' questions and provides information and answers to applicants, new hires, employees, and Administrators. May conduct applicable testing of employees.	Daily	10%
6. Oversees the design, content, and revisions of the New Employee Handbook and orientation materials. Creates, updates, and revises materials for new employees.	Annually	5%
7. Attends job fairs/District Teacher Recruitment Reception and signs in and recruits potential teacher candidates. Sends out "Offer Letters" to potential teachers.	Monthly	5%
8. Works with Coordinators to organize annual district recruiting events, to develop advertising and recruitment materials (ads, Movie Theatre Ad, Fliers for Schools).	Annually	5%
9. Coordinates the Parapro testing for NCLB.	Weekly	5%
10. Coordinates, including hiring and maintaining, the Classified Sub List for the District.	Weekly	5%
11. Performs other job-related duties as assigned including, but not limited to, assisting with front desk coverage, special projects, and assuming the job responsibilities for the HR Recruiting Coordinators during their absence.	Ongoing	10%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Bachelor Degree preferred.
- Minimum of 4 years of human resources experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of Compact Disc creation, knowledge of web based databases, knowledge and familiarity with PeopleSoft, knowledge of web page design software, advanced knowledge of Microsoft Excel, Microsoft Word, document merges, and PowerPoint (jpeg files, Mp3s, and sound clips).
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT USED:

- Laptop computer, computer projectors, computer, copy machine (scanners) and printers.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Recruiting Manager	061127

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

PHYSICAL REQUIREMENTS and WORKING CONDITIONS:

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			

WEIGHT and FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	