

Job Description

Job Title: **Recruitment Coordinator**
 Job Family: **Human Resources/Payroll**
 Pay Program: **Classified**
 Prepared/Revised Date: **October 9, 2007**

Job Code: **1305**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 33**
 Typical Work Year: **12 months**

SUMMARY: Responsible for coordinating and implementing recruitment, retention and employment programs for the District to ensure low turnover and availability of qualified applicants to meet District operating needs. Duties include coordinating all aspects of recruiting, selection and hiring of new employees; tracking and monitoring licensure; developing public relations to improve recruiting and retention effectiveness; performing special projects; preparing and submitting reports; and managing non-renewal, Intent to Return and Classified reduction in force.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Implement and manage the Recruit Workforce module of PeopleSoft. <ul style="list-style-type: none"> • Input recruitment and staffing data into Recruit Workforce. • Create and run various recruitment, retention and staffing queries for District staff and Human Resources Department. • Troubleshoot issues/problems related to the online application system. • Implement new HRIS system processes to achieve efficiency. • Interact with other departments and functional areas (Employee Services, Benefits, Payroll and Information Technology) to make decisions about interfacing processes. • Provide training to Human Resources staff, administrators and supervisors when processes are impacted. 	D	32%
2. Responsible for all aspects of recruitment. <ul style="list-style-type: none"> • Develop, coordinate and implement marketing, recruitment, retention and human resources public relations programs and strategies to ensure availability of qualified applicants. • Research the Internet for recruitment advertisement sites, job fairs and organization membership for educational-related recruitment. • Research, coordinate and participate in all recruiting job fairs, including all activities related to the implementation of the District's Teacher Recruitment Reception. • Coordinate recruitment needs with appropriate hiring managers. • Analyze, respond to and resolve recruitment issues. • Develop job postings, including conducting background research for internal postings and creating concise job summaries of all advertised positions, keeping in mind budget guidelines and limitations. • Monitor the advertising and recruiting line items in the Human Resources budget to ensure expenses are within budgeted amounts. 	D	25%
3. Responsible for all aspects of staffing. <ul style="list-style-type: none"> • Screen and test, if applicable, all applicants including reserve teachers. • Coordinate all VISA immigration processing issues for employees in need of these services. • Facilitate all Personnel Requisitions and new hires. • Verify reference check on final candidates. • Verify licensure/certification. • Review final hiring paperwork for accuracy and completeness 	D	25%
4. Track licenses, input new licenses into PeopleSoft and notify Principals of licensure issues. Work with License Options Program (LOP) Coordinator on licensure issues. Assist in developing alternative methods for licensure (i.e., Teacher-in-Residence program).	M	5%

Job Tasks Descriptions	Frequency	% of Time
5. Develop community public relations and partnerships with various community agencies and educational institutions, including establishing and maintaining relationships with other districts' human resources representatives on improving processing ideas and other human resources related issues; establishing membership and participating in various human resources related organizations; and serving on committees and task forces related to employment, recruitment and retention issues.	M	5%
6. Organize, administer, track and place in similar positions employees affected by non-renewal, Intent to Return and Classified reduction in force. Answer employee questions regarding the processes and work with the Classified Association in determining level and pay for all Classified grant funded positions.	M/A	5%
7. Perform other job-related duties as assigned, including performing special projects as assigned and managing related monies/budgets within the scope of human resources functions.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Bachelor's degree.
- Minimum of 5 years of professional level experience in human resources, including employment, recruitment, employee training and development.
- Must complete the courses "Facilitating Improved Performance," "Conflict Management," "How to Interview" and "Classified Evaluation Training" within one year after hire.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Personal computer and keyboarding skills.
- Critical thinking and problem solving skills.
- Knowledge of Internet recruiting, web-based databases and human resources information systems (HRIS).
- Ability to lead others in the work process.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- 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 OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of Internet recruiting, web-based databases and human resources information systems (HRIS).
- Operating knowledge of and experience with PeopleSoft HRIS preferred; required within 2 weeks after hire.
- Operating knowledge of PeopleSoft Query required within 6 months after hire.

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.		

- Responsible for acting as a lead by providing direction and guidance for Human Resources Representative, Recruitment (1) (1308).

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for initiating requisition orders, managing monies required to run a project or activity and monitoring the advertising and recruiting line items in the Human Resources budget to ensure expenses are within the budgeted amounts.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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			X	
Hear			X	
Taste	X			
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)	
Color vision (ability to identify and distinguish color-coded files)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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