

TITLE: Human Resources Specialist: Recruiting & Retention**DEPARTMENT:** Human Resources**REPORTS TO:** Human Resources Coordinator

POSITION SUMMARY: Provides coordination of various human resource programs including the hiring process (recruitment through the offer of employment) and support of the staff retention program in accordance with District, state, and federal governing authorities. Provides general resource information for ISD staff. This position requires knowledge of District Regulations and Procedures, the ability to assume responsibility and work effectively and independently under pressure and maintain confidentiality.

ESSENTIAL FUNCTIONS:

- Monitors applicant and employee files, electronic and physical, to screen applicants to be interviewed and respond to questions as appropriate.
- Coordinates and manages the interview process to ensure District protocols and Collective Bargaining Agreements (CBA) are followed.
- Coordinates meeting rooms, equipment and supplies for interviews, orientation or professional development sessions.
- Provides, reviews, edits, updates, and maintains the files of interview questions in order to ensure questions meet legal requirements, follow District Regulations and Procedures, and remain within the applicable CBA.
- Monitors timelines for interviews, professional development, transfers, CBAs and legal requirements. Identifies and communicates critical deadlines to the Executive Director or other staff as directed.
- Conducts reference checks on preferred candidates in order to provide information in support of hiring recommendations.
- Communicates with all applicants written notice of hiring status.
- Communicates with recruits and applicants for the purpose of maintaining contact with the ISD for future employment opportunities.
- Reviews, updates, and maintains a variety of employment records to ensure applicant eligibility and compliance of hiring process with district, state, and federal requirements.
- Assists in the research and creation of hiring documents, including screening tool, interview documentation, and other application and hiring forms.
- Assists and supports the Human Resources (HR) Coordinator and other HR Supervisors who provide training to staff in HR protocols including the orientation of employees.
- Creates, incorporates, and maintains existing files, electronic and physical; obtains appropriate supporting documentation to assist in the timely preparation and filing of documents for interviews, professional development of staff, meetings, and HR reports; and retains records in accordance with the appropriate records retention requirements.
- Monitors, updates, and manages ISD job descriptions and the posting of open positions both through District and out-of-district venues.
- Assists and supports the HR Coordinator with recruitment, development, and retention of employees.
- Researches employment laws and regulations, contract questions, CBA, and District Regulations and Procedures for the purpose of implementing procedures and maintain compliance.
- Receives phone calls and personal callers; uses knowledge of procedures and discretion to determine appropriate responses by self, supervisor, or other offices; makes referrals as appropriate; answers general questions including those requiring research or technical knowledge.
- Interacts constructively with other administrators and staff.
- Compiles data from a variety of sources in accordance with District, state, and federal guidelines and regulations in order to create appropriate communications, reports, memoranda, resolutions, contracts, agreements, letters, and other written material for appropriate staff and stakeholders and for decision-making.
- Use technology to draft, prepare and process a variety of communication, forms, memoranda, agreements, letters, reports, and other documents to assure proper completion within legally mandated time frames.
- Proof-reads and edits documents and other written materials to assure accuracy and completeness including correcting errors and omissions. Independently composes correspondence for supervisor's signature.

- Maintains complex and confidential electronic and physical files and records; pulls files and make appropriate notations regarding employment status.
- Utilize various data base applications including HRM Plus, Skyward and WSIPC, create reports using multiple software applications including Microsoft Word, Excel, and Power Point, and coordinate projects using technology.
- Maintains a working knowledge of CBAs, unrepresented contracts, government requirements, and operational regulations and procedures.
- Maintains individual and department files, physical and electronic, in accordance with records retention guidelines.
- Provides regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the HR Coordinator or Executive Director as appropriate.
- Attends staff and other professional meetings as may be assigned or necessary.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor’s Degree required. Qualifying experience may substitute for educational requirements.

EXPERIENCE: At least 3 years school district clerical or human resources experience preferred. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously;
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner;
- Ability to work with a diversity of individuals and groups;
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws; and
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate applicant and employee issues.

CERTIFICATES AND LICENSES: Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

REQUIRED TESTING: Pre-employment Proficiency Test

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date