

## PERSONNEL AND RECRUITMENT SPECIALIST

**DISTINGUISHING FEATURES OF THIS CLASS:** An employee in this class is responsible for assisting with all aspects of recruiting, including ongoing development of policies and practices, their practical application and staff training. The work involves interfacing with all programs and departments in support of the district's recruitment activities. The incumbent would also be responsible for providing applicant tracking system (ATS) software training and support. The incumbent works under the direct supervision of a higher level employee. Supervision is not normally a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees administration of all recruiting activities, including processing job vacancy requests, posting job vacancies to applicant tracking system and job boards, and supporting departments in the applicant management and vetting process;

Manages applicant tracking system (ATS) software and serves as ATS liaison to programs and districts;

Serves as recruiting liaison to programs, districts and vendors;

Answers questions regarding job vacancies, the online job application process and the agency itself;

Initiates and facilitates the orientation and onboarding process for new hires, as well as the off-boarding process for terminated employees;

Assists with Human Resources Information Systems (HRIS) and employee record management, in accordance with the agency's policies and regulatory requirements;

Assists in drafting job descriptions and maintains job descriptions database;

Reviews candidate applications to ensure minimum qualifications, certification and/or licensure requirements are met;

Assists with teaching and administrative certification required by the state education department for certified hires, applications/civil service reporting, and refers special cases to higher level employee;

Coordinates and organizes training sessions for staff on an ongoing basis to support a better understanding of recruiting and onboarding practices, and in an effort to optimize utilization of the ATS software and modules, including preparation of end-user documentation and guides;

Assigns security rights, authorizations and restrictions to ATS software end-users, as directed by supervisor(s);

Generates custom reports and maintains detailed records pertaining to new hires, terminations, certification, civil service and recruiting;

Processes employment verification requests;

Manages recruiting budget and billing;

Maintains the recruiting pages of the agency's website;

Stays abreast of recruiting and onboarding trends;

Works with the Ulster County Personnel Department as needed;

May perform other duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of recruitment and human resources principles and practices; good knowledge of modern office practices, procedures, terminology, procedures and equipment including HR technology and current computer and data processing equipment; good knowledge of laws, rules and regulations concerning the recruitment process; ability to disseminate information of a complex nature to others; ability to understand and interpret statistical reports; ability to establish and maintain an effective working relationship with others; ability to communicate effectively both orally and in writing; ability to maintain accurate and complete records and reports; ability to maintain a high degree of confidentiality; resourcefulness; tact; courtesy; good judgment.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Human Resources or a closely related field and one (1) year of full-time paid or its part-time equivalent work experience in recruitment/human resources administration which included experience in electronic records maintenance; **OR**
- B. Graduation from a New York State registered or regionally accredited college or university with an Associate's degree in Business Administration, Public Administration, Human Resources or a closely related field and three (3) years of full-time paid or its part-time equivalent work experience in recruitment/human resources administration which included experience in electronic records maintenance; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its' part-time equivalent, work experience in recruitment/human resources administration which included experience in electronic records maintenance; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.