



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Recruitment and Hiring Coordinator</u>	NEW: <input checked="" type="checkbox"/> X	REVISED: _____
	<small>(Please check one)</small>	
REPORTS TO: <u>Director of Human Resources/Risk Management</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>04/14</u>
DEPARTMENT: <u>Human Resources</u>	JOB CODE: _____	

DEFINITIONS:

With general supervision, responsible for recruitment, application management, hiring coordination, interview support, new employee on-boarding, and memorializing and maintaining protocols for the recruitment and hiring practices of each County office and department.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Coordinates the recruitment, hiring, and on-boarding processes for County offices and departments including carrying out and coordinating advertising, recruitment, interviewing, and selection processes.

Assists in developing job announcements and job descriptions. Prepares job postings and advertisements in newspapers, magazines and various online resources.

Develops and maintains contacts with schools, alumni groups, and other public organizations to find and attract applicants. Researches and coordinates the County’s presence at appropriate job fairs, including creating and setting up displays and attending job fairs to promote County job opportunities. Ability to drive, travel throughout the state, and maintain an operator’s license are required.

Coordinates communications with applicants throughout the screening process, including answering questions in a timely manner, aiding applicants in gathering required documents and addendums, facilitating the completion of applicant testing, and notifying participants

upon the filling of County positions. This position requires regular and predictable physical presence in the Human Resources office.

If desired by the Appointing Authority, performs applicant screening against minimum and preferred qualifications. Provides reference checking, employment verification, drug screening, requests background and registry checks and any other pre-employment checks sought by the Appointing Authority. Schedules interviews and offers assistance in developing draft questions for structured interviews and screening tools as needed. Schedules and assists in new employee on boarding.

Determines and memorializes each office and department's specific expectations regarding recruitment, screening, and hiring. Develops a written protocol with relevant information for each appointing authority and keeps each protocol up to date.

Coordinates and conducts county-wide new employee orientation sessions.

In coordination with department staff, also conducts new-hire meetings; assists in the coordination and presentation of the annual benefits meetings with third-party administrators and employees; coordinates and conducts training and education related to hiring, recruiting, and related topics, and other events as needed.

Maintains recruiting files, application paperwork, and applicant databases including overseeing the maintenance of the applicant database, the maintenance of the applicant tracking system, and relevant screens within the AS400. Prepares monthly reports based on those sources.

Coordinates compliance with EEO reporting laws, including preparing management reports, and federal reports, annual affirmative action plan development, maintenance, relevant criteria tracking and reporting, and other appropriate EEO reporting.

Manages on-site drug and alcohol testing programs for the Public Works Department, the Sheriff's Department, and the 911 Center

When requested, conducts surveys and summarizes data collection.

Coordinates exit interview process.

Maintains the personnel policy manual updates and supplies, and ensures the Human Resources website is up-to-date.

Assists in the compilation of salary and benefit information in response to salary surveys or reclassification requests, when requested.

Assists with other projects as needed.

Orders supplies, pays bills, tracks expenses, responds to records requests, prepares meeting minutes, performs data entry, files, copies, collates as needed or assigned.
Sends out periodic correspondence to County employees such as reminders about parking privileges, policy updates, blood drives and meeting agendas.

Maintains strict confidentiality of operations and records.

Provides technical assistance to staff as needed. Performs other duties as needed or assigned.
Cross-trains on essential duties of all departmental staff to provide assistance as needed.

KNOWLEDGE AND SKILL:

Considerable knowledge of best practices in employee recruitment, hiring, and retention. Considerable knowledge of Boone County policies and procedures. Ability to learn and interpret laws, ordinances and regulations, especially those governing employee recruitment, hiring, and retention. Skill in the use of personal computers, especially with database and spreadsheet software. Skill in analysis, problem solving, and mathematics. Skill in developing and maintaining cooperative working relationships with other County Offices and Departments. Ability to effectively communicate information and respond to questions. Superior skill in written and verbal communication. Ability to manage challenging or emotional customer situations and respond promptly to customer needs. Demonstrated attention to detail and accurate reporting of information. Ability to identify and resolve problems in a timely manner and develop alternative solutions. Ability to work well with others and retain and utilize information acquired. Ability to use reason and logic. Knowledge of record-keeping systems. Knowledge of proper standards and techniques for maintaining personnel records and ability to establish and maintain an effective personnel record keeping system. Skill in organizing, scheduling and reviewing work and efficiently managing time.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in related discipline (e.g. business management, marketing, public administration) or equivalent experience.
Must have excellent communication and customer service skills with the ability to maintain confidentiality and a strong ability to work independently and meet deadlines.

APPROVALS:

Department Director: _____ Date: _____
(Signature)
HR Director: _____ Date: _____
(Signature)