



HR Coordinator (Recruitment)

Job Overview

The job of HR Coordinator (Recruitment) was established for the purpose of performing a variety of administrative and recruitment functions to assist in the daily operations of the department. Primary responsibilities include the development and management of hiring documentation and processes as well as providing recruitment and hiring support for the Recruitment Manager, applicants and staff.

This job reports to the Executive Director of HR.

Essential Functions

- Responsible for the management of all WCS job applications including the backend development, ensuring ease of accessibility, and efficient distribution of data to other sources to maintain an efficient application process.
- Responsible for the auditing of all internal and external WCS job posting boards to ensure accuracy and consistency of information as well as recommending updates to HR staff.
- Serves as the primary source of job description creation and editing by working with other departmental leadership to ensure the WCS job descriptions provide an accurate representation of current responsibilities.
- Responsible for the development and updating of employees' years of service tracking to provide an accurate list of recipients to the Recruitment Manager. Works directly with the Recruitment Manager to annually implement the years of service awards for the district in a timely manner.
- Responsible for the annual development, updating and dissemination of all onboarding materials and hiring processes to ensure WCS provides accurate, secure and user-friendly experience for all stakeholders.
- Responsible for the tracking, auditing and payment of all recruitment and hiring incentives to ensure budgetary compliance and provide accurate reporting to HR leadership as needed.
- Assist in the tracking of district vacancies for certified and classified staff as well as substitute fill rates for the purpose of developing data trends, researching recruitment or staffing options and making recommendations to HR leadership to improve district staffing.
- Responsible for the development and analysis of recruitment data and developing projection data based on those results.
- Works directly with the Recruitment Manager in the scheduling, development and implementation of all WCS Career Fairs to provide administrative and strategic support for the success of the district. Responsible for the attendance and support of local career fairs as needed to effectively staff the district.
- Assists in the development of a variety of written materials including hiring flyers, brochures, and other materials for the purpose of ensuring compliance with all communication guidelines and to provide the most relevant information to our stakeholders.
- Participates and/or leads a variety of meetings including, but not limited to district staff, potential applicants, or external stakeholders to ensure any requested information or concerns are accurately addressed and resolved.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

Generally, the job requires 80% sitting, 10% walking, and 10% standing

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.



Qualifications

Minimum experience: Min of 5 years in a HR or recruitment related job is preferred.

Minimum education: Min of a bachelor’s degree is preferred.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of federal, state, local, and district regulations related to personnel practices, district policies, and legislation.
- Advanced skill in researching, analyzing and evaluating data with strong strategic thinking and problem-solving skills.
- Previous knowledge in staffing or recruitment practices with the ability to strategically develop processes.
- Strong ability to collaborate and communicate with a diverse group of individuals.
- Proficient in meeting deadlines and schedules, setting priorities and attentive to details.

Required Testing:

None Specified

Required Certificates and/or Licenses:

None Specified

FLSA Status:

Exempt

Continuing Education/Training:

None Specified

Clearances:

Criminal Justice Fingerprint/Background Clearance

Employee Type:

Classified

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