



Onboarding Coordinator

Job Overview

The job of the Recruiter/Onboarding Coordinator for the Transportation Department was established for the purpose of working with the Human Resources Recruitment team to manage and develop advertising and recruiting efforts specifically for bus drivers and for assisting candidates from the applicant to hiring process and through all necessary training, appointments, and requirements.

This job reports to Assistant Director of Human Resources.

Essential Functions

- Works with the Human Resources Recruitment team to create and develop advertising, produce, and close job postings, and explore all potential sourcing of candidates through various channels and avenues for bus driver applicants.
- Reviews applicant processing and communicates with bus driver applicants on a weekly basis to ensure timely communication and follow up.
- Aids interested applicants in completing all necessary documentation to complete an application.
- Interviews, checks references and recommends to Human Resources transportation applicants to be hired with Human Resources.
- Coordinates with the Human Resources department to track hiring processes, review submitted and necessary documentation and provide next steps.
- Assists applicants in entering the driving permit training and schedules appointments with the Driver Center once prepared.
- Aids applicants in scheduling their DOT physical appointment and submits for reimbursement to the Transportation Bookkeeper.
- Manages and tracks the Bus Driver's Employee Referral Program to ensure verification and budget availability.
- Helps applicants in scheduling their background fingerprint appointment and provides a folder of all information needed to complete.
- Aides Transportation employees in understanding the process and requirements for completing a Leave of Absence (LOA) request and in registering with registering TCRS.
- Compiles, creates, and suggests changes to the informational materials provided to new applicants regarding expectations during the hiring process.
- Coordinate with the Training Coordinator to schedule training post passing the permit exam.
- Works with the Road Skills Tester to schedule the Road Skills exam once notified that training is completed.
- Serves as the liaison for Transportation department communications with other departments to ensure employees have access to all necessary information.
- Performs other related duties as assigned or the purpose of ensuring the efficient and effective functioning of the work unit.



Working Environment

This job is performed in a standard office environment and in a generally clean and healthy 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.

Up to 25% travel may be required to support recruiting activities.

Qualifications

Minimum experience: Job related experience in staffing or recruiting.

Minimum education: High School diploma required; BS preferred.

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

- Knowledge of human resources laws and regulations and how they translate to recruitment best practices.
- Knowledge of recruiting methods and strategies.
- Ability to perform advanced math, prepare spreadsheets with advanced formulas, diagrams, graphs, etc.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to adapt to changing work priorities; communicate with diverse groups; and work as part of a team.
- Skill in reviewing and interpreting highly technical information and data and drawing meaningful conclusions.
- Skill in setting goals and objectives.
- Skill in problem determination and resolution.
- Ability to review data and create/develop and maintain accurate reports.
- Ability to plan, implement, and evaluate program services.
- Ability to establish, implement, and/or modify policies and procedures within established guidelines.
- Ability to create and present content to colleagues, potential candidates, community organizations, and other stakeholders.
- Ability to use judgment in interpreting and applying procedures and precedents to specific cases.
- Ability to lead and/or coordinate the work of others, as assigned.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Required Testing:

None Specified

Required Certificates and/or Licenses:

Non-Specified

FLSA Status:

Exempt

Continuing Education/Training:

None Specified

Clearances:

Criminal Justice Fingerprint/Background Clearance

Employee Type:

Classified

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