

HRSD – Talent Acquisition Specialist

Position Information

Supervisor: Chanda Giles
Job Family: Human Resources
Job Location: 1434 Air Rail Ave
Career Stream/Level: Professional /P2

Department: Talent Management
Sub Family: Talent Acquisition
FLSA Status: Non-exempt
Grade: 8

Position Summary

Under broad guidance, the Talent Acquisition Specialist (TAS) researches and leverages innovative best practices and develops sourcing strategies to cast a wide net to attract and build a diverse pipeline of qualified talent and increase HRSD's visibility as an Employer of Choice in the Region.

The Talent Acquisition Specialist provides guidance on recruitment needs and ensures compliance with employment regulations and HRSD policies and procedures. The TAS partners with work centers and external agencies to support and carry out HRSD's Strategic Objectives related to recruitment functions; supports and promotes continuous improvement initiatives to enhance services provided by the division to internal and external customers. The TAS supports a diverse and inclusive work environment where differences are embraced and accepted.

Education

Required

- Bachelor's degree in Business, Public Administration, Human Resources, or closely related field

Experience

Required

- Four years of professional experience in sourcing, high-volume, and online/social media recruitment. Must be able to operate a PC proficiently to include MS Office and HRMS systems.
- Supervisory experience to include Team Lead, project oversight, etc.

Desired

- Two years of public sector professional level experience in human resources management.

Licenses and Certifications Requirements

Required

- Valid driver's license from state of residence.

Desired

- Professional HR certification from HRCI (PHR or SPHR), SHRM (SHRM-CP or SHRM-SCP) and/or IPMA (IPMA-CP or IPMA-SCP).

Position Duties and Responsibilities

- Takes a proactive role in attracting top talent with diverse backgrounds.
- Oversees the hiring process for assigned work centers to ensure applicable background and pre-employment testing is performed.
- Supervises HR Coordinators.
- Participates in onboarding to present organization policy, and benefit information.

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- Works closely with leadership and HRSD's UNIFIED Council to incorporate all diversity, equity, and inclusion initiatives involving recruitment to ensure fairness in hiring practices
- Collaborates with HR staff and hiring managers to draft detailed and accurate job descriptions and consistent hiring criteria.
- Carries out administrative functions including correspondence regarding employment matters, assists with recruitment budget development; maintains employee information in Enterprise Resource Planning (ERP) system.
- Performs reference checking on selected candidates.
- Collaborates with HR staff and hiring managers during offer process, identifying, and recommending hiring salary, incentives, start dates, and other pertinent details in compliance with applicable HRSD policies and laws prior to making the offer to selected candidates.
- Conducts HRSD hiring open houses and virtual career events, attends and participates in a wide variety of career and networking events and recruiting sessions inside and outside of HRSD's service area.
- Effectively partners and networks with local colleges and universities, public schools, military, and diverse organizations and suggests new organizations for partnership. Attends recruitment related conferences and trainings inside and outside of HRSD's service area.
- Screens applications and selects qualified diverse candidates. Creates job postings and advertisements.

Skills and Qualification Requirements

- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Oversees and prepares interview questions and other hiring and selection materials and participates in the interview process.
- Uses various methods to recruit and network with potential candidates including applicant tracking systems, social media platforms, and niche recruitment sources
- Must support a diverse and inclusive work environment where differences are respected and embraced
- Must be currently authorized to work for any U.S. employer

Physical and Mental Requirements

- Must have the physical dexterity to accomplish the duties defined herein
- Must be able to walk, climb, bend and stand at least 10% of the workday.
- Work requires lifting ability up to 30 pounds.
- Must be able to work occasionally in industrial environments in varying climatic conditions; work environment may be routinely hot, cold, misty, and/or unventilated when meeting with employees or presenting information at HRSD work centers

External Position Contacts

- Recruitment resources (newspapers, online recruitment, educational institutions, consultants, vendors)
- Applicants and general public
- IPAC members, municipalities, water and wastewater agencies