

POSITION: Recruiter/Training Coordinator

GRADE: 9N

FLSA: Exempt

DATE: 5/06 Revised 11/13

POSITION SUMMARY:

Assists with the daily operations of County human resources programs, including recruiting and the development and administration of County wide training programs. Works under general supervision; performs other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Initiate recruiting process to fill established staffing needs by interpreting qualifications of positions and determining sources for potential candidates. Conduct search via various sources, including writing and placing ads through newspapers, electronic media, contacting schools/universities, and utilizing professional sourcing and referrals.
 2. Screen applications and resumes upon receipt. Work with managers to schedule interviews with qualified applicants and initiate responses to all candidates not selected for hire. Maintain applicant database.
 3. Participate in all non-management interviews for all departments, except the Sheriff's Office.
 4. Implement and facilitate hiring procedures for successful candidates by completing background checks, required testing, extending offers, coordinating pre-employment requirements (physical/drug screen), scheduling and participating in new employee orientation.
 5. Serve as training coordinator and/or trainer for County wide training programs, to include required HR training topics.
 6. Coordinate human resources related training (harassment, drug/alcohol training, etc.) to include evaluating trainers, sourcing trainers, scheduling, room & technical preparation, etc.
 7. Manage the County website and intranet site in relation to job postings and employment related information.
 8. Report to work regularly and on time;
 9. Perform other duties as instructed and assigned.
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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the functions, procedures, and policies of the County Human Resources Department.
 2. Knowledge of applicable laws and regulations covering human resources including FLSA, EEO, FMLA, HIPAA, COBRA, etc.;
 3. Ability to write clear and concise reports;
 4. Proficiency with Microsoft Office Products (word, excel, access);
 5. Strong organizational and time management skills;
 6. Ability to maintain confidential information;
 7. Ability to communicate effectively both verbally and in writing.
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EDUCATION AND EXPERIENCE:

1. Associates Degree in Human Resources, Business Administration or related field, Bachelor's degree preferred;
 2. Minimum three years of human resources experience, which must include recruiting experience;
 3. An equivalent combination of education and experience may be substituted for college degree requirement on the basis of 2 years of experience for each year of college;
 4. PHR certification preferred.
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PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, and residential or commercial vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.