

POSITION DESCRIPTION

Position Title: **Recruitment & Training Specialist**
Department: City Manager's Office
Division: Human Resources
Retirement: KPERs
FLSA: Exempt
Date: January 1, 2023

GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical and professional work in overseeing personnel systems of the organization. Responsible for full-cycle recruitment and selection process and development and delivery of learning programs and training experiences.

SUPERVISION RECEIVED

Works under the General Supervision of the HR Deputy Director and under the broad departmental guidance provided by the HR Director.

SUPERVISION EXERCISED

May coordinate, train and instruct the work of any interns, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Executes full-cycle recruitment and selection process for both newly-hired employees and promotional opportunities.
- Responsible for job posting coordination and sourcing methods/markets.
- Determine applicant qualifications by screening applicants, analyzing responses, verifying references, conducting background checks and comparing qualifications to job requirements.
- Proactively communicates with applicants and manages applicant pools/registers. Ensures all documentation is completed and maintains accurate recruitment records in applicant tracking system.
- Ensures compliance with federal, state and local employment laws and regulations and company policies as they apply to recruiting.
- Responsible for outreach to and meeting with partner organizations to build a referral network for potential applicants; conduct presentations and attend recruiting events; identify new recruitment processes and applicant markets.
- Conducts new employee orientation to foster positive attitude toward organization goals.
- Coordinates, administers and facilitates written exams to public safety applicants.
- Conducts training needs analysis at both individual and department levels; formulates, develops and implements training plans and outlines; and determines instructional methods.
- Oversees the creation and development of various learning programs and training experiences; facilitates and delivers a variety of training courses/learning initiatives.
- Evaluates and assists in designing training manuals and related materials; develop and implement training classes and training procedures.
- Responsible for development of the learning strategy and programs for City departments; propose and implement learning program design and delivery methods.
- Evaluates/analyzes the effectiveness of training (through surveys, evaluations, etc.) to identify areas for improvement and develop appropriate modifications as needed.
- Manages training records to ensure effective tracking and compliance.
- Stays abreast of learning trends and best practices; research and develop new training methods.

- Maintains personnel information system for accuracy.
- Assists with conducting exit interviews to determine reasons behind separations.
- Assists with the completion of various clerical functions such as updating records, maintaining personnel files, performance review tracking and processing personnel actions.
- Prepares reports, correspondence and departmental materials using a variety of office equipment and software programs.
- Assists in responsibility for invoice tracking and reporting.
- Assists the department in carrying out various human resource programs, not directly related to recruiting or training, for all employees.
- Performs other duties as assigned.

PERIPHERAL DUTIES

- May manage relationships with third-party firms/vendors delivering learning and training services, establishing standards and metrics to track delivery and impact.
- Assists with research and analysis of existing benefits policies of organization, and prevailing practices among similar organizations, to aid in maintaining competitive benefits programs.
- Provides general professional support; performs various special analyses, innovative initiatives in human resources field, and other projects as directed.
- Prepares and submits to officials such reports as may be required or as directed.
- May serve as a member of the safety committee and other committees as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalency with a minimum of 30 credited college course hours in human resources, training and development, public administration, business management or a closely related field; and
- (B) Minimum of three (3) years of progressively responsible experience in a human resources capacity with at least one year of recruiting experience and one year of training/education experience; or
- (C) Equivalent combination of education and experience; and
- (D) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of modern policies and practices of personnel administration; thorough knowledge of recruitment, selection, and training; general knowledge of compliance and employment laws and practices such as FLSA, EEO, Affirmative Action, ADA and other; knowledge of various training methods and approaches for adult learners and diverse population.
- (B) Skill in public speaking and training delivery; interpersonal communications; confidently presenting in front of large groups as well as one-to-one settings; use of personal computer and associated software systems to include Microsoft Office and HRIS; possess organization, time-management and prioritization skills; skill in operating the listed tools and equipment;
- (C) Ability to develop connections with local community partners, resources and networks for applicant recruitment; take initiative and be self-directed; maintain confidentiality; identify and define employee development priorities; prepare and deliver lesson plans; prepare and analyze comprehensive reports; carry out assigned projects to their completion; multi-task; tailor communications to different individuals and audiences; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, and the general public.

