



For the future of every student

CLASS TITLE: TALENT ACQUISITION SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned Human Resources Administrator, responsible for identifying, attracting, sourcing and hiring qualified talent using different niche channels and social media outlets; researching effective recruitment advertising methods and building relationships with local colleges, universities, community agencies and business partners to attract qualified applicants; participating in the development of programs related to employee onboarding, role assimilation and engagement, retention and recognition; and creating content to be used on various platforms and market various events.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Assistant is the entry-level position for the Human Resources career ladder and performs a variety of clerical duties in support of human resources activities and transactions. The Human Resources Technician independently performs technical and office administrative support work, and may assist higher-level administrative staff with advanced assignments, while the Human Resources Specialist has developed expertise in one or more specific human resources disciplines, including but not limited to recruitment and selection, credentialing, personnel database development, staffing and/or substitute management. The Talent Acquisition Specialist also has developed expertise in human resources and/or communications and focuses on talent acquisition, devising sourcing strategies for potential applicants, and creating content to be used on various platforms and to market various events. The Human Resources Analyst is a senior level position, requiring specialized knowledge in recruitment and examination as well as classification and compensation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties in support of human resources recruitment, selection and retention functions such as identifying, attracting, sourcing and hiring qualified and diverse individuals for various roles throughout the District; ensuring the staffing needs of the company are being met, with a long-term talent strategy in mind; devising and implementing sourcing strategies to build pipelines of potential applicants, such as employer branding initiatives and social media presence; and creating and implementing hiring processes to ensure a positive experience.

Collaborate across teams to coordinate a variety of people initiatives. These initiatives will include onboarding, using and implementing HR systems, developing processes, scheduling and coordinating events, employee recognition, etc.

Work closely with hiring managers to determine recruitment needs and develop a hiring strategy and onboarding process for each role.

Identify, attract and source hard-to-find talent using different niche sites/channels and social media platforms, such as but not limited to LinkedIn, Instagram, Facebook, etc. Manage postings on career websites as well as other relevant posting websites.

Research and implement effective recruitment advertising methods; identify new opportunities for key process improvement initiatives that help improve the recruiting strategy. Build positive relationships with local colleges, universities, community agencies, and business partners to attract qualified applicants.

Responsible for all marketing of open positions including but not limited to setting up job fairs, setting up booths at community events, attending chamber events, etc.

Continuously partner with designated team to design, refine, and implement innovative recruiting strategies; stay active with current job boards, social networks, and platforms to find talent, and plan, create, and release job announcements; assist in establishing recruitment time lines and related administrative calendars.

Implement brand confidence and retention practices amongst newly recruited talent. Foster and maintain positive, professional relationships with existing employees.

Through the on-boarding process, assist with preparing and presenting professional learning opportunities to staff on a variety of topics.

Assist with facilitating and improving communication among employees, the Human Resource department, and executive leadership, to ensure that employees are familiar with the organizations mission, goals, policies, and expectations.

Work closely with internal teams on strategy, execution and maintenance of communication efforts to retain VUSD employees

Serve as the Human Resources Department lead in sending out district wide emails to staff to provide consistency. Work with Communications Department on scheduling of communications. Update HR website as needed, and coordinate social media posts with District's Communications Department that assists in ensuring the community is familiar with the District's mission and job opportunities.

Create content (videos, written stories, etc.) that highlight employees and their positive work related stories to use on various platforms.

Independently solicit information from a wide variety of sources in order to gather the information needed to plan and create effective communications for internal audiences.

Develop and maintain automated database(s) and information systems for personnel as required; utilize computer system to input and update a variety of data; establish and maintain automated employee files and records; initiate queries and generate a variety of computerized lists and reports; assure accuracy of input and output data; assure systems meet department processing needs.

Operate a variety of office equipment, computer and assigned software.

Attend and participate in various meetings, workshops and special events as assigned.

Other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Best practices and procedures related to recruitment, selection and retention.

Developing the messaging, content and layout of written and digital communications.

Working knowledge with an ability to learn and become proficient in graphic design software such as Canva, Adobe Photoshop, Illustrator and other graphic design tools to create effective web graphics, social media posts and other digital communications.

Working knowledge of human resources office functions, practices and procedures.

Methods used to organize and promote recruitment, professional learning and other Human Resources programs.

Operations, policies and objectives relating to talent acquisition.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office procedures and record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of specialized duties in support of human resources functions such as recruitment, selection and retention.

Perform as a team player who is highly motivated, goal driven and results oriented.

Successfully facilitate the new employee orientation process to ensure positive contact with newly hired staff to support their onboarding experience.

Work effectively under pressure and demonstrate problem solving skills, while maintaining courtesy, professionalism, and a positive customer service attitude.

Maintain confidentiality of sensitive and privileged information.

Develop and maintain automated database(s) for personnel as required.

Resolve personnel-related issues and concerns in a proper and timely manner.

Communicate effectively both orally and in writing.

Present to audiences both in person and virtually.

Establish and maintain cooperative and effective working relationships with others.

Operate standard office equipment including a computer and assigned software.

Work independently with little direction.

Meet schedules and time lines.

Compile and evaluate information and prepare comprehensive narrative and statistical reports.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent) supplemented by college-level course work in human resources management, business or related field, and two years related human resources, communications or marketing experience supporting recruitment and advertising efforts, talent acquisition, sourcing strategies for applicants, etc. Must have some experience creating digital content for social media platforms and other digital communications. Experience in an educational environment or public agency desired, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.